

BERWICK-UPON-TWEED TOWN COUNCIL

Summons to a meeting of Council on Monday, 22 January 2024 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

17 January 2024

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 18 December 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.	FUTURE OF BERWICK MARKET	To consider the report.	App A
7.	STAFFING REVIEW UPDATE	To consider the report.	App B
8.	BUDGET PROPOSALS i. Draft Budget, ii. Approval of precept, iii. Approval of Ear Marked Reserves, and iv. To adopt a revised pay statement consequent upon the proposed Staffing Review.	i. To consider the report of the Town Clerk and associated spreadsheets and to set the budget for 2024-25, ii. To set the precept for 2024-25 and to authorise the Town Clerk to notify this to Northumberland County Council, iii. To approve the proposed levels of and movements on reserves arising from the budget, and iv. To approve the revised overall level of pay costs and to delegate to the Staffing and Corporate Resources Committee authority to approve any changes to contracts and job descriptions arising out of the Staffing Review (report above).	Apps C C(i) C(ii) C(iii) C(iv)
9.	RISK APPRAISAL	To consider the report.	App D
10.	PURDAH	To note the report.	App E
11.	COUNCIL TAX LEAFLET DISTRIBUTION	To note the report.	App F
12.	OFFICE INFORMATION SCREEN	To consider the report.	App G
13.	SCHEDULE OF DELEGATIONS	To consider the revised schedule of delegations arising from the staffing review (to follow).	App H

14.	ACTION PLAN	To receive an update.	
15.	CO-OPTION	To co-opt Members to the vacant seats at Magdalene Ward x 2, St Boisil Ward x 2 and Upper Spittal Ward x 1.	
16.	GRANT APPLICATION	To consider a grant application from Berwick Bridge 400.	App I
17.	BUDGET AND ADMINISTRATION COMMITTEE	<ul style="list-style-type: none"> i. To adopt the minutes of the meeting of the Budget and Administration Committee held on 14 November 2023 (noted at the meeting of 27 November 2023). ii. To note the draft minutes of the meeting of the Budget and Administration Committee held on 15 January 2024. iii. Council is invited to consider the following recommendation detailed in minute BA052/23: BA052/23: “The Committee RESOLVED: To recommend to Council that the subscription for HR Services be deferred to the Staffing and Corporate Resources Committee”. iv. Council is invited to consider the following recommendation detailed in minute BA053/23: BA053/23: “It was RESOLVED to recommend to Council that the Town Clerk’s membership of the IPM be renewed.” v. Council is invited to consider the following recommendation detailed in minute BA055/23: 1. BA055/23: “The Committee RESOLVED to recommend to Council approval of the DD’s and subscriptions with the amendments regarding the Tourism Officer subscription, electronic notice boards, CCTV Internet plus Cloud working and HR subscriptions. 	<p>App J</p> <p>App K</p>

		2. The Committee RESOLVED to recommend that council authorise that the electricity provider for the Town Council Office be paid by DD.”	
18.	COMMUNITIES AND LOCAL SERVICES COMMITTEE	<p>i. To adopt the minutes of the meeting of the Communities and Local Services Committee held on 06 November 2023 (noted at the meeting of 27 November 2023).</p> <p>ii. To note the draft minutes of the meeting of the Communities and Local Services Committee held on 08 January 2024.</p> <p>iii. Council is invited to consider the following recommendation detailed in minute CLS058/23: CLS058/23: “The Committee RESOLVED to recommend to Council that support for the Visitor Services Project comes to an end immediately.”</p> <p>iv. Council is invited to consider the following recommendation detailed in minute CLS061/23: CLS061/23: Members considered the correspondence from Northumbria Police and the local supplier. After which, the Committee agreed to uphold the original decision and therefore RESOLVED to recommend to Council:</p> <ol style="list-style-type: none"> 1. That the support for the existing system should cease, 2. That the existing equipment should be disposed of unless a suitable partner wishes to take on the costs of its maintenance, 3. That council should promote the benefits of wider partnership working in the town (to address any new threats from retail theft), and 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>App L</p> <p>App M</p>

		<p>v. Council is invited to consider the following recommendation detailed in minute CLS062/23:</p> <p>CLS062/23: The Committee RESOLVED to recommend to Council approval of the quote of £1,734 i.e. without the optional extra to remove the path as per the drawing on the upper area.</p>	
19.	PLANNING COMMITTEE	<p>i. To adopt the minutes of the meeting of the Planning Committee held on 11 December 2023 (noted at the meeting of 18 December 2023).</p> <p>ii. To note the draft minutes of the meeting of the Planning Committee held on 09 January 2024.</p>	<p>App N</p> <p>App O</p>
20.	DATE OF NEXT MEETING	The next meeting of the Council will be held on Monday, 22 April 2024 at 6 pm.	