

To: Members of the Budget and Administration Committee

You are hereby requested to attend a meeting of the Budget and Administration Committee of BERWICK-UPON-TWEED TOWN COUNCIL to be held in The Meeting Room, Berwick-upon-Tweed Town Council Office, Unit 1, 82 – 88 Marygate, Berwick-upon-Tweed, on TUESDAY, 07 MAY 2024 AT 6:30 PM or upon the rising of Council, whichever is the latter.

The Agenda for the meeting is set out below.



**Town Clerk
01 May 2024**

AGENDA

ITEM NO.	TITLE AND DESCRIPTION OF ITEM		APPS
1.	APOLOGIES FOR ABSENCE	To receive apologies for absence.	
2.	ELECTION OF CHAIR	The Mayor shall take the chair until the members have elected a chair from amongst their number.	
3.	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.	
4.	ELECTION OF A VICE-CHAIR.	Members shall elect a vice-chair from amongst their number.	
5.	TERMS OF REFERENCE	Members are invited to note the terms of reference of the committee.	
6.	DATE OF NEXT MEETING	The next meeting of the committee will be held on Monday 10 June 2024, at 6:00 pm.	