

## **BERWICK-UPON-TWEED TOWN COUNCIL**

**Minutes of the Town Council Budget and Administration Committee Meeting held on Monday, 12 March 2018 at 6.30pm in the Town Hall, Marygate, Berwick-upon-Tweed**

### **PRESENT:**

Councillors: A Forbes (Chair)  
A Bowlas  
R Bruce  
A Gibson  
G Roughead

### **IN ATTENDANCE:**

G Davies, Town Clerk  
S Cozens, Assistant to the Clerk  
Cllr K Graham  
1 member of the public

### **OPEN SESSION**

Cllr K Graham asked a question concerning the winding up of a Residents Association, a matter which will be the subject of a report to council.

Mr B Darling asked a question concerning the Coastal Communities Fund.

#### **BA097/17 1. APOLOGIES FOR ABSENCE**

Apologies for absence were received from Cllrs B Douglas, C Lewis and G Smith.

#### **BA098/17 2. MINUTES OF THE LAST MEETING**

The minutes of the meeting held on Monday, 12 February 2018 were approved and signed as a correct record without dispute.

#### **BA099/17 3. DISCLOSURE OF INTERESTS**

There were no disclosures of interests.

#### **BA100/17 4. REQUEST FOR DISPENSATION**

There were no requests for dispensation.

**BA101/17 5. ASSETS REGISTER UPDATE**

It was **RESOLVED** without dispute to note the updated Assets Register, which would be received by council.

**BA102/17 6. AUTUMN FESTIVAL BUDGETS / AA SIGNAGE**

It was **RESOLVED** on the motion of Cllr Forbes, seconded by Cllr Gibson to instruct officers to undertake the work necessary to provide separate cost codes for each event, and to prepare the necessary virements to cover single event costs.

**BA103/17 7. ADMINISTRATION OF NUMBER 2 ACCOUNT**

The Town Clerk presented the report and it was **RESOLVED** without dispute to note the report and to instruct officers to set up a separate account in the name of the town council for purchases from Amazon.

**BA104/17 8. WEBSITE UPDATE**

The Town Clerk provided an update as to progress and it was **RESOLVED** to note the projected delivery date of 1st May.

**BA105/17 9. COASTAL COMMUNITIES FUND**

It was **RESOLVED** to note the report.

**BA106/17 10. HR/OD SERVICES TO TOWN AND PARISH COUNCILS IN NORTHUMBERLAND**

It was **RESOLVED** to note the update and to instruct the Town Clerk to price up alternative services when NCC's charging regime was known.

**BA107/17 11. PAYROLL SERVICES**

The Town Clerk explained the proposed changes, and it was **RESOLVED** to note the update and to instruct the Town Clerk to bring a suitable report to council once the outstanding queries had been addressed by NCC.

**BA108/17 12. DATE OF NEXT MEETING**

The date of the next meeting would be Monday, 9 April 2018 at 6.30 pm.

## Background

1. Berwick upon Tweed Town Council recognises its responsibility to comply with General Data Protection Regulations (GDPR). It proposes to act upon those responsibilities by adopting a new Data Protection Policy, which will be both part of the Protocol Book of policies which inform the work of the Town Council and which will be part of the Office Procedures Manual.
2. The new policy updates the Town Council's Data Protection Policy and procedures to include the additional requirements of GDPR which will apply in the UK from May 2018.
3. This policy explains the duties and responsibilities of the Council and identifies the means by which the Town Council will meet its obligations.
4. The key principles of GDPR are:
  - a. Personal data must be processed lawfully, fairly and transparently;
  - b. collected for specified, explicit and legitimate purposes;
  - c. be adequate, relevant and limited to what is necessary for processing;
  - d. be accurate and kept up to date;
  - e. be kept only for as long as is necessary for processing; and
  - f. be processed in a manner that ensures its security.
5. Both the Town Clerk and the Finance Officer have attended training events in connection with GDPR.
6. GDPR requires continued care by the Clerk and councillors in the sharing of information about individuals, whether as a hard copy or electronically. A breach of the regulations could result in the Town Council facing a fine from the Information Commissioner's Office (ICO) for the breach itself and also having to compensate the individual(s) who could be adversely affected.
7. The handling of information is clearly a high/medium risk to the Council (both financially and in terms of its reputation) and one which must be included in the Council's Risk Management practice. Such risk can be minimised by:
  - a. Regularly undertaking an Information Audit;
  - b. issuing privacy statements;
  - c. maintaining privacy impact assessments (an audit of potential data protection risks with new projects);
  - d. minimising who holds data protected information;
  - e. ensuring the safe disposal of information; and
  - f. the Town Council undertaking training in data protection awareness.

## The Data Protection Policy

8. IDENTIFYING THE ROLES AND MINIMISING RISK

GDPR requires that everyone within the Town Council must understand the implications of GDPR and that roles and duties must be assigned. The Town Council is the Data Controller, and delegates the day to day management of its data to the Town Clerk. The DPO responsibility is most closely aligned to the management of risk and internal audit, and is therefore assigned to the Finance Officer, who shall be responsible for referring any breaches of information security or loss of data, at first instance, to the Town Clerk's Line Management Committee.

5. **INFORMATION AUDIT** The Data Protection Officer must undertake an Information Audit which details the personal data held, where it came from, the purpose for holding that information and with whom the Town Council will share that information. This will include information held electronically or as a hard copy. Information held could change from year to year with different activities, and so the Information Audit will be reviewed annually in March, prior to the preparation of the Annual Governance Review, and whenever the Town Council undertakes a relevant new activity.
6. **PRIVACY NOTICES** Being transparent and providing accessible information to individuals about how the Town Council uses personal data is a key element of the Data Protection Act 1998 and the General Data Protection Regulations (GDPR). The most common way to provide this information is in a privacy notice. This is a notice to inform individuals about what the Council does with their personal information. A privacy notice will contain the name and contact details of the Data Controller and Data Protection Officer; the purpose for which the information is to be used; and the length of time for its use. It should be written clearly and should advise the individual that they can, at any time, withdraw their agreement for the use of this information. Issuing of a privacy notice must be detailed on the Information Audit kept by the Town Council. The Town Council will adopt a privacy notice to use in May 2018.
7. **CHILDREN** There is special protection for the personal data of a child. The age when a child can give their own consent is 13. If the Town Council requires consent from young people under 13, the Council must obtain a parent or guardian's consent in order to process the personal data lawfully. Consent forms for children age 13 plus, must be written in language that they will understand. For these reasons it is strongly recommended that the Town Council, as a matter of principle, does not hold data relating to identifiable children, and seeks the specific consent of council for any activities that might require the holding of data on children.
8. **INDIVIDUALS' RIGHTS - GDPR** gives individuals rights with some enhancements to those rights already in place:
  - a. the right to be informed
  - b. the right of access
  - c. the right of rectification
  - d. the right to erasure
  - e. the right to restrict processing
  - f. the right to data portability
  - g. the right to object
  - h. the right not to be subject to automated decision-making, including profiling.

9. The two specific enhancements of GDPR are that individuals now have a right to have their personal data erased (sometimes known as the 'right to be forgotten') where their personal data is no longer necessary in relation to the purpose for which it was originally collected and data portability must be done free of charge. Data portability refers to the ability to move, copy or transfer data easily between different computers. If a request is received to delete information, then the DPO must respond to this request within a month. The DPO requires delegated authority from the Town Council to delete information, after consultation with the Town Clerk to ensure the protection of exempt and statutory records. If a request is considered to be manifestly unfounded then the request can be refused. Any charges applicable will be detailed in the Council's Freedom of Information Publication Scheme, which shall be updated and reviewed annually.
10. DATA BREACHES One of the duties assigned to the DPO is the investigation of any breaches. Personal data breaches should be reported to the DPO for investigation. Investigations must be undertaken within one month of the report of a breach, and, in the event of the absence of the DPO, council should consider delegating to the Town Clerk authority to engage a suitably qualified individual from another council or association of councils, after consultation with the Mayor. The ICO will be advised of a breach (within 3 days) where it is likely to result in a risk to the rights and freedoms of individuals – if, for example, it could result in discrimination, damage to reputation, financial loss, loss of confidentiality, or any other significant economic or social disadvantage. Where a breach is likely to result in a high risk to the rights and freedoms of individuals, the DPO will also have to notify those concerned directly.
11. IT SECURITY - It is unacceptable for unauthorised users to access IT using employees' log-in passwords or to use equipment in the absence of the user, and this should be treated as a breach of IT security. The Town Clerk shall be required annually to review IT security and to make recommendations to council as to any steps that need to be taken, such as two-step verification. In addition, any personal data that is held should be securely held (with access to a limited group of users) and encrypted when held on any portable device.

#### Recommendations

1. That council adopt the Data Protection Policy outlined above, make the delegations referred to within the policy.
2. That Council delegate to the Town Clerk authority to purchase and issue to staff encrypted memory sticks, and to ban the use of unencrypted portable devices and memory sticks on the council computer network.

## Report of the Town Clerk

### Support for a Social Enterprise

#### Background

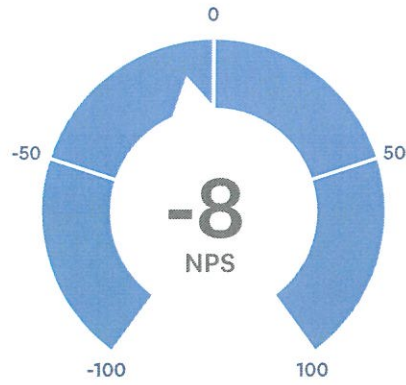
1. The Town Council's Investors Conference featured a discussion involving Mark Dodds, convenor of the Brown Bear, a social enterprise that runs a pub based in Berwick.
2. Support for pubs that are run as social enterprises is a matter of government policy; the Community Pub Business Support Programme was a £3.62 million, 2-year programme that will see a comprehensive package of business development support, advice, and loan and grant funding delivered to community groups in England to help them establish community-owned pubs that can clearly demonstrate how they will bring significant social, economic and environmental benefits to their communities.
3. The Brown Bear currently employs seven people, while being run by an emerging and evolving stakeholder group. It clearly fits the government model of a social enterprise that also delivers community benefits.
4. Having met with Mark Dodds, it is the opinion of your officers that whilst we cannot provide, at this point or any foreseeable point in the future, financial support, we may be able to provide support in other ways. One practical example would be by supporting grant applications made by the enterprise to grant funders, or by seeking to enable the enterprise to engage more effectively with the community in order to demonstrate community benefit.

#### Recommendations

1. That council express support for a social enterprise that delivers community benefits, and
2. That council delegate authority to the Town Clerk to provide letters of support in connection with grant funding applications for this enterprise.

# Q1 How likely is it that you would recommend the Berwick Investors Conference to a colleague or business partner?

Answered: 12 Skipped: 0



DETRACTORS (0-6)

25%  
3

PASSIVES (7-8)

58%  
7

PROMOTERS (9-10)

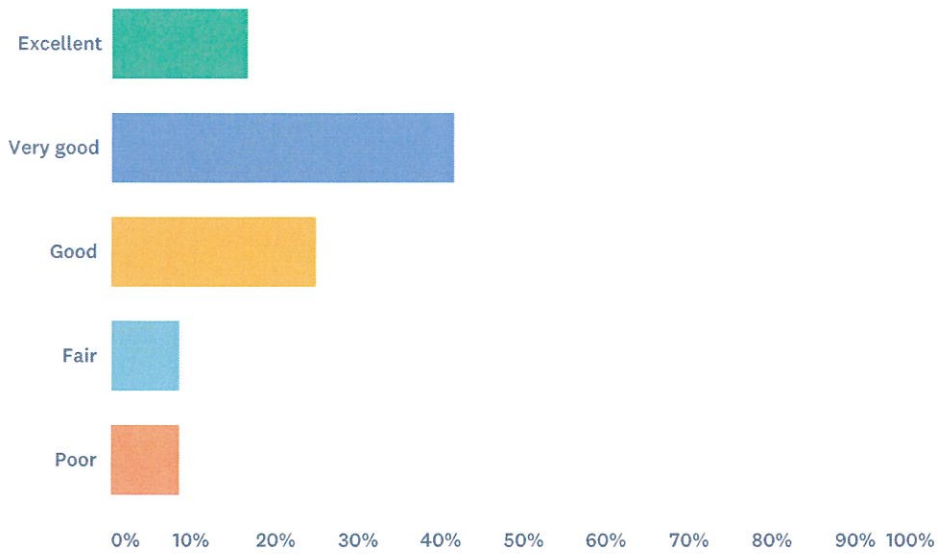
17%  
2

NET PROMOTER® SCORE

-8

## Q2 Overall, how would you rate the Berwick Investors Conference?

Answered: 12 Skipped: 0



### ANSWER CHOICES

Excellent  
Very good  
Good  
Fair  
Poor  
TOTAL

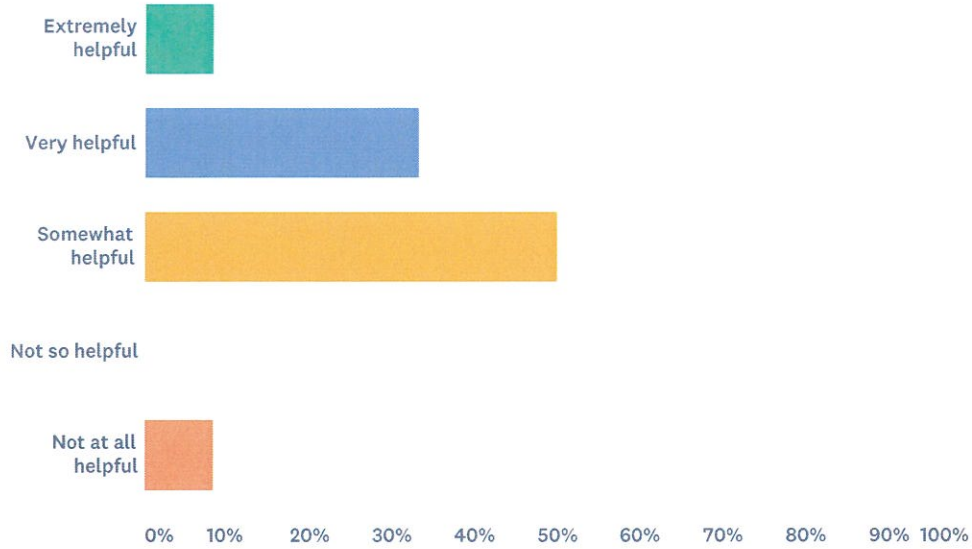
### RESPONSES

16.67%	2
41.67%	5
25.00%	3
8.33%	1
8.33%	1
	12



### Q3 How helpful was the content presented at the Berwick Investors Conference?

Answered: 12 Skipped: 0



**ANSWER CHOICES**

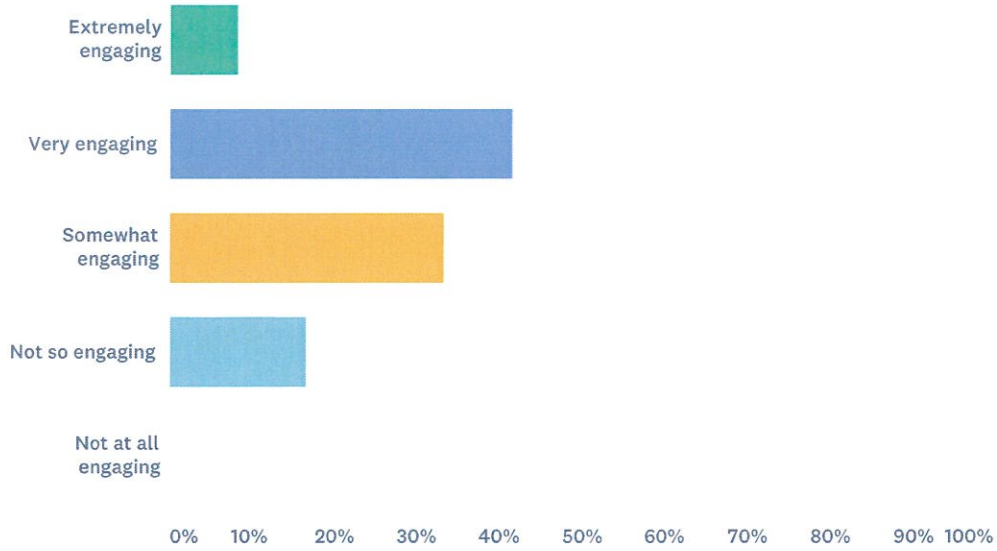
- Extremely helpful
- Very helpful
- Somewhat helpful
- Not so helpful
- Not at all helpful

**RESPONSES**

Extremely helpful	8.33%	1
Very helpful	33.33%	4
Somewhat helpful	50.00%	6
Not so helpful	0.00%	0
Not at all helpful	8.33%	1
<b>TOTAL</b>		<b>12</b>

## Q4 How engaging were the speakers at the conference?

Answered: 12 Skipped: 0



### ANSWER CHOICES

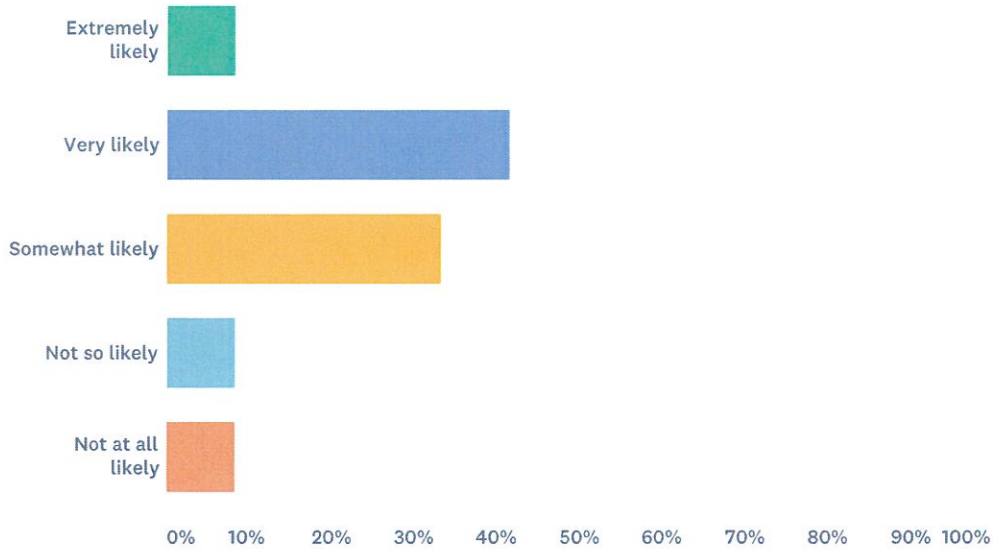
Extremely engaging  
Very engaging  
Somewhat engaging  
Not so engaging  
Not at all engaging

### RESPONSES

8.33%	1
41.67%	5
33.33%	4
16.67%	2
0.00%	0
<b>TOTAL</b>	<b>12</b>

### Q5 How likely are you to attend the conference again in the future?

Answered: 12 Skipped: 0



**ANSWER CHOICES**

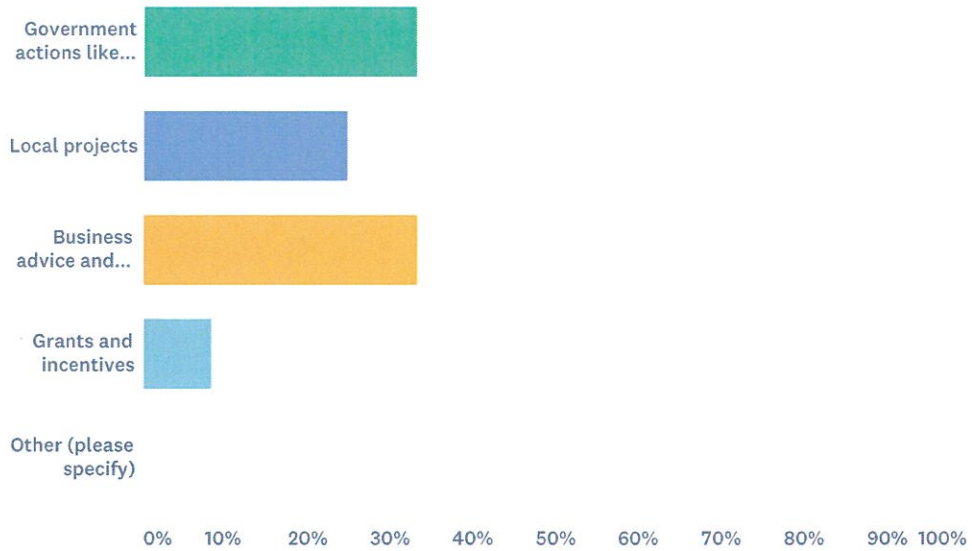
- Extremely likely
- Very likely
- Somewhat likely
- Not so likely
- Not at all likely

**RESPONSES**

Extremely likely	8.33%	1
Very likely	41.67%	5
Somewhat likely	33.33%	4
Not so likely	8.33%	1
Not at all likely	8.33%	1
<b>TOTAL</b>		<b>12</b>

## Q6 Would you like to see a future conference focus on

Answered: 12 Skipped: 0



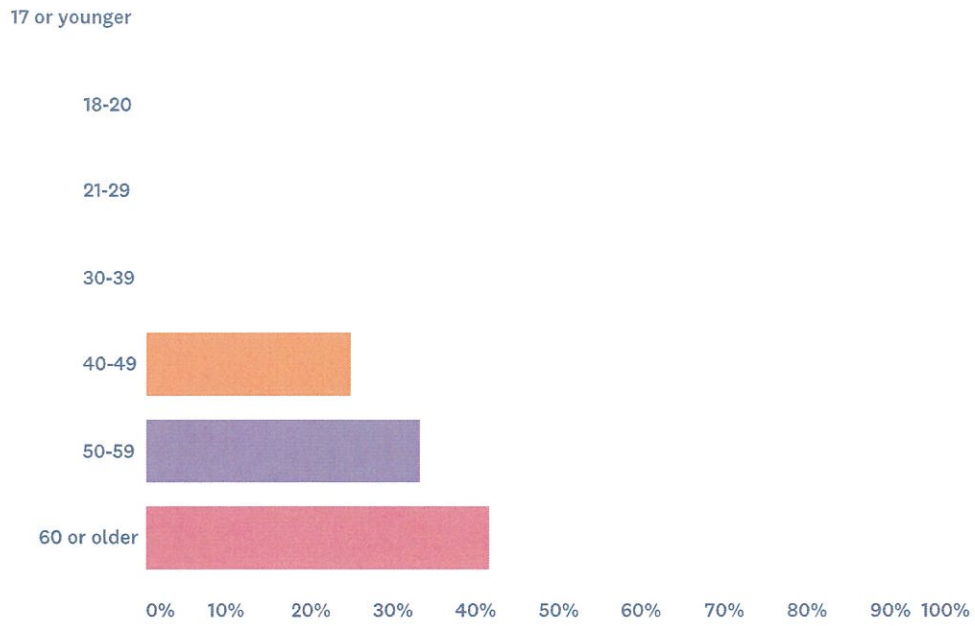
### ANSWER CHOICES

### RESPONSES

Government actions like the Borderlands Initiative	33.33%	4
Local projects	25.00%	3
Business advice and support	33.33%	4
Grants and incentives	8.33%	1
Other (please specify)	0.00%	0
<b>TOTAL</b>		<b>12</b>

## Q8 What is your age?

Answered: 12 Skipped: 0



### ANSWER CHOICES

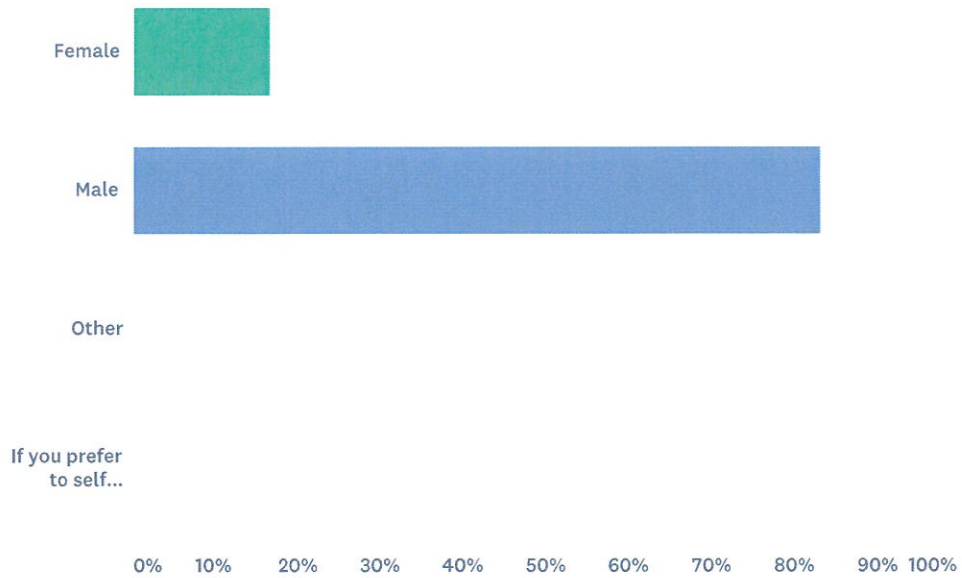
17 or younger  
18-20  
21-29  
30-39  
40-49  
50-59  
60 or older  
TOTAL

### RESPONSES

0.00%	0
0.00%	0
0.00%	0
0.00%	0
25.00%	3
33.33%	4
41.67%	5
	12

## Q9 What is your gender?

Answered: 12 Skipped: 0



### ANSWER CHOICES

Female

Male

Other

If you prefer to self describe your gender, please enter your preferred description below

TOTAL

### RESPONSES

16.67% 2

83.33% 10

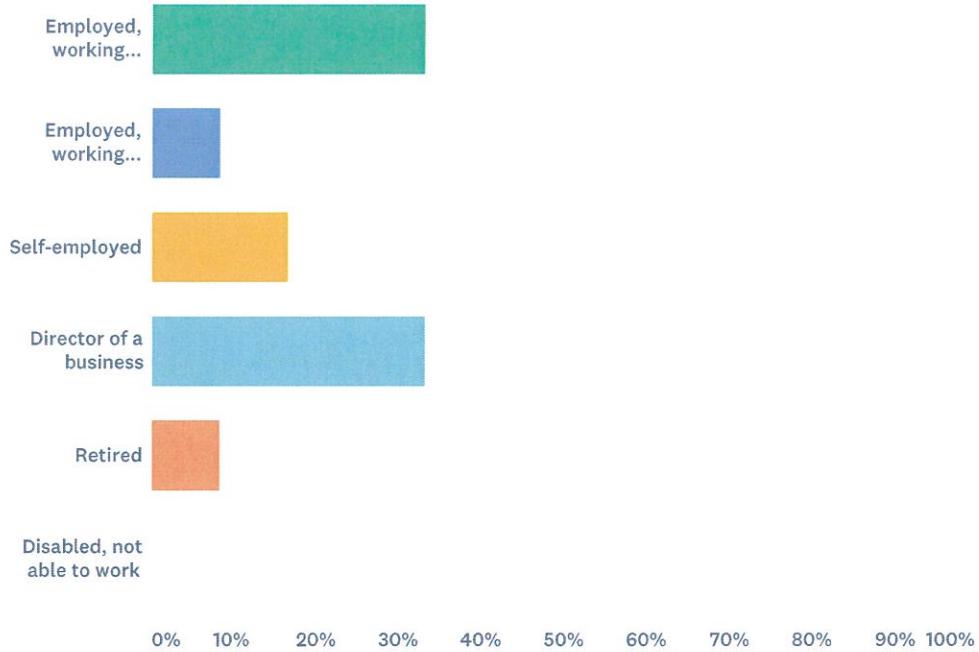
0.00% 0

0.00% 0

12

## Q10 Which of the following categories best describes your employment status?

Answered: 12 Skipped: 0



**ANSWER CHOICES**

**RESPONSES**

Employed, working full-time	33.33%	4
Employed, working part-time	8.33%	1
Self-employed	16.67%	2
Director of a business	33.33%	4
Retired	8.33%	1
Disabled, not able to work	0.00%	0
<b>TOTAL</b>		<b>12</b>

## Report of The Town Clerk

### Civic Calendar

#### Background

1. A report on this topic was discussed at council in March 2018.
2. Member feedback on this topic was sought.
3. No objections to the proposals were received, although some members expressed a preference as to which meeting should be on which nights.

#### Recommendations

1. That for 2018-19, and thereafter, council adopt a civic calendar that provides, in 9 of 12 calendar months, for two weeks with committee meetings on Monday and Tuesday, one week with full council on Monday evening, and a fallow week with no committee or council meetings scheduled,
2. That a formal discussion take place between individual committee chairs and the clerk two weeks in advance of a scheduled meeting to check there is sufficient business to justify a meeting of that committee,
3. That the month of May be free of meetings, except for the Annual General Meeting, Town Meeting and a Planning Committee meeting if necessary, and
4. That the order of meetings be varied in December and January to reflect the effects of Christmas and the needs of the budget schedule.



## Report of the Town Clerk

### Proceedings at the Annual Meeting of Council

#### Background

1. The process of proceedings for the annual meeting of council are laid out in Standing Order 5.
2. The proposed dates for Annual Town Meeting, Annual Council and the Mayor Making are as follows:
  - a. Town Meeting on Monday 14th May,
  - b. Annual General Meeting on Wednesday 16th May,
  - c. Mayor Making on Wednesday 23rd May.
3. There is no statutory basis for the Mayor Making ceremony, and much of what goes on at Annual Council is inherited practice and unsupported either by Standing Orders or legislation.
4. It is therefore appropriate to review existing practices and to adopt standing orders which enable the best of traditional practice to be retained, whilst enabling council to remain within the law.
5. In order to put the Mayor Making on a proper legal footing, it is proposed that the Mayor Making be regarded as a continuation of an adjourned AGM, whose business is to receive the declaration of acceptance of office of the incoming mayor and deputy mayor. This means that the AGM will continue to be chaired by the outgoing Mayor until its adjournment, and will be chaired by the outgoing mayor upon its resumption (as the Mayor Making) until the point when the declaration of acceptance of office is signed and returned. These proposals are congruent with the wording of existing Standing Order 5 but it is proposed to add wording to some clauses to make the process clearer to understand in future years.

#### The election of the Mayor and Deputy Mayor

1. There are many different systems by which mayors or deputy mayors have been elected in the past, and all have some degree of value and some degree of weakness.
2. The election of a chairman of council is a significant moment in the life of a council, and it is axiomatic that the incoming mayor and deputy mayor must be able to command the support of council. It is therefore strongly arguable that the process of election must demonstrate that this is the case.

3. There are many examples of traditions where the succession of the Deputy Mayor to the Mayoralty has been deemed to be automatic; this may be desirable but the election of the Mayor must demonstrably be lawful, and that means allowing for the option of other candidates being proposed and seconded on the night. Logically it follows that if the possibility of an election must be allowed for, a process of election must be provided for. The only analogous election process in your standing orders is the process for choosing candidates for co-option.
4. For the sake of clarity in future years, it is proposed that new standing orders are inserted setting out the process by which the Mayor and Deputy Mayor shall be elected, replicating the process by which vacancies are filled by co-option. That is to say, each candidate for Mayor or Deputy Mayor shall be required to have a proposer and seconder, who shall nominate them at the meeting, and the election shall take place by eliminating secret ballot with a candidate requiring the support of the majority of those voting to succeed. For these purposes, a blank voting paper returned is counted as a vote for any candidate other than the candidates who have been proposed and seconded; in this it differs from an abstention, which is indicated by a member failing to return their ballot paper. In the event of any candidate failing to achieve a majority of those voting in a round of voting where they are the only candidate it is the case that nominations must be re-opened and all members are once again eligible to be proposed and seconded.
5. It is further proposed that this procedure, which was the one envisaged last year in the event of a contested ballot, is also used in May 2018.

#### Recommendations

1. That council adopt the proposed procedures for both the conduct of the Annual Meeting and Mayor Making, and for the election of Mayor and Deputy Mayor laid out in this report, and
2. That council instructs the Town Clerk to bring Standing Order revisions sufficient to write these changes into the council constitution to the Annual General Meeting of council.

## Appendix A

Existing Standing Order 5 with proposed amendments in italics.

### 5. Ordinary council meetings

- a. In an election year, the annual meeting of the council shall be held on or within 14 days following the day on which the new councillors elected take office.
- b. In a year which is not an election year, the annual meeting of a council shall be held on such day in May as the council may direct.
- c. If no other time is fixed, the annual meeting of the council shall take place at 6pm.
- d. In addition to the annual meeting of the council, at least three other ordinary meetings shall be held in each year on such dates and times as the council directs.
- e. The first business conducted at the annual meeting of the council shall be the election of the Chairman [*delete Chair and insert Mayor for consistency*] and Vice-Chairman (if any) [*delete Vice Chairman and succeeding words in parentheses, and insert Deputy Mayor for consistency*] of the Council. [*The election of the Mayor and Deputy Mayor shall not be deemed to be complete until their declaration of acceptance of the office of Mayor or Deputy Mayor has been received.*]
- f. The Chairman of the Council, unless he has resigned or becomes disqualified, shall continue in office and preside at the annual meeting until his successor is elected [*delete 'at' and insert by and has signed his declaration of acceptance of office at*] the next annual meeting of the council.
- g. The Deputy Mayor of the Council, if any, unless he resigns or becomes disqualified, shall hold office until immediately after the election of the Chairman of the Council at the next annual meeting of the council.
- h. In an election year, if the current Mayor of the Council has not been re-elected as a member of the council, he shall preside at the meeting until a successor Mayor of the Council has been elected. The current Mayor of the Council shall not have an original vote in respect of the election of the new Mayor of the Council but must give a casting vote in the case of an equality of votes.
- i. In an election year, if the current Mayor of the Council has been re-elected as a member of the council, he shall preside at the meeting until a new Mayor of the Council has been elected. He may exercise an original vote in respect of the election of the new Mayor of the Council and must give a casting vote in the case of an equality of votes.

- j. Following the election of the Mayor of the Council and Deputy Mayor (if any) of the Council at the annual meeting of the council, the business of the annual meeting shall include:
  - i. In an election year, delivery by the Mayor of the Council and councillors of their acceptance of office forms unless the council resolves for this to be done at a later date. In a year which is not an election year, delivery by the Mayor of the Council of his acceptance of office form unless the council resolves for this to be done at a later date;
  - ii. Confirmation of the accuracy of the minutes of the last meeting of the council;
  - iii. Receipt of the minutes of the last meeting of a committee;
  - iv. Consideration of the recommendations made by a committee;
  - v. Review of delegation arrangements to committees, sub-committees, staff and other local authorities;
  - vi. Review of the terms of reference for committees;
  - vii. Appointment of members to existing committees;
  - viii. Appointment of any new committees in accordance with standing order 4 above;
  - ix. Review and adoption of appropriate standing orders and financial regulations;
  - x. Review of arrangements, including any charters and agency agreements, with other local authorities and review of contributions made to expenditure incurred by other local authorities;
  - xi. Review of representation on or work with external bodies and arrangements for reporting back;
  - xii. In an election year, to make arrangements with a view to the council becoming eligible to exercise the general power of competence in the future;
  - xiii. Review of inventory of land and assets including buildings and office equipment;
  - xiv. Confirmation of arrangements for insurance cover in respect of all insured risks;
  - xv. Review of the council's and/or staff subscriptions to other bodies;
  - xvi. Review of the council's complaints procedure;
  - xvii. Review of the council's procedures for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998;
  - xviii. Review of the council's policy for dealing with the press/media; and
  - xix. Determining the time and place of ordinary meetings of the full Council up to and including the next annual meeting of full council.



Council  
Item 14  
Appendix J  
Monday, 16 April 2018

Date	What decision is requested	Why does this decision need to be made	Who requested it?	When does it need to be made?	Outcome
25/11/2016	To review allotment provision	Legislative compliance	TC	Feb 2017	Ongoing Local Services
24/02/2017	Christmas Lights for 2017-2018	To comply with Financial Regs	Cllrs H Bettison, A Gibson & G McLean	March 2017	Ongoing
17/03/2017	Hoppa Bus future	Future service planning	TC	April 2017	
24/02/2017	Future insurance arrangements – Civic Regalia	Best practice	TC	June 2017	Ongoing
24/02/2017	Rationalization of Civic Regalia	Best practice	TC	June 2017	
14/03/2017	Future rail provision in north Northumberland	Future planning of service	TC	June 2017	
17/03/2017	Approval of accounts	Statutory obligation	TC	June 2017	
19/05/2017	Hoey Ainscough	Six month update	PO	June 2017	
24/02/2017	Riding of the Bounds	Lessons Learned	TC	July 2017	
14/03/2017	Future of Berwick Hospital	Future planning of service	TC	July 2017	
17/03/2017	Future of Five Arches Play Area	Future service planning	TC	July 2017	
17/03/2017	Customer feedback / voice of the customer	Service planning / performance management	TC	July 2017	
17/03/2017	Potential land acquisitions / new play facilities	Future service planning	TC		Local Services
17/03/2017	Operation London Bridge	Future service planning	TC / Local stakeholder	July 2017	
27/03/2017	Canadian Pipes and Drums	Event Planning	TC		
28/04/2017	New Grant Scheme	Best practice	TC	July 2017	People and Communities
19/05/2017	Annual Report of the Standards Committee	For information	PO	July 2017	

<b>Date</b>	<b>What decision is requested</b>	<b>Why does this decision need to be made</b>	<b>Who requested it?</b>	<b>When does it need to be made?</b>	<b>Outcome</b>
29/06/2017	Green Dog Walkers	Best practice	TC	July 2017	
20/07/2017	NCC Community Chest	Best practice	TC	August 2017	
25/07/2017	Litter	Concerns of resident	TC	August 2017	
25/07/2017	Borderland initiative	Cross-border working	TC	August 2017	
28/07/2017	Berwick Regeneration	Best practice	TC	August 2017	
28/07/2017	Barracks Project	Tender Process	TC	August 2017	
25/11/2016	Growths and savings 2018/19	Best practice	TC	September 2017	
17/03/2017	Receipt of audit report	Statutory obligation	TC	September 2017	
28/07/2017	General Power Of Competence	Best practice	TC	September 2017	
15/09/2017	Communication Plan	Best practice	TC	October 2017	
11/09/2017	All Member Briefing on the Budget	Best practice	TC	November 2017	
10/10/2017	Community Led Housing	Benefit the community	TC	November 2017	
27/10/2017	Twinning request	Request received	TC	November 2017	
10/10/2017	Hard To Reach Communities	Equalities Act	TC	December 2017	
15/11/2017	Remembrance Sunday 2018	Event Planning	TC	December 2017	
	Project Reporting	Best practice	TC	January 2018	
16/06/2017	Strategic Plan	Best practice	TC	January 2018	
22/11/2017	Asset Based Community Development	Benefit the community	TC	January 2018	
15/12/2017	Christmas Lights	Benefit the community	TC	January 2018	
03/01/2018	Bus stop repairs and future of bus stops	Benefit the community	TC	January 2018	
31/01/2018	Review of Local Government Ethical Standards	Consultation	TC	February 2018	
13/12/2017	General Data Protection Regulations	Best practice	TC	February 2018	
22/01/2018	Recruitment Progress Report	Best practice	TC	February 2018	
22/01/2018	Lions Allotments	Best practice	TC	February 2018	
02/02/2018	Berwick Signage Project	Promotion	TC	February 2018	
05/02/2018	Parks and Green Spaces	Promotion	TC	February 2018	
08/01/2018	Future of the digital signage boards.	Best practice	TC	February 2018 April 2018	

<b>Date</b>	<b>What decision is requested</b>	<b>Why does this decision need to be made</b>	<b>Who requested it?</b>	<b>When does it need to be made?</b>	<b>Outcome</b>
29/01/2018	Future Community Safety Arrangements	Best practice	TC	March 2018	
19/02/2018	Autumn Festival Budgets / AA Signage	Best practice	TC	March 2018	
05/06/2017	Emergency planning / resilience	National incidents	TC	April 2018	
15/09/2017	Social Media Plan	Best practice	TC	April 2018	
22/03/2018	Feedback on the Berwick Investors Conference	Best practice	TC	April 2018	
13/09/2017	Open spaces review and strategy	Best practice	TC	2018	
13/09/2017	Play review / strategy	Best practice	TC	2019	
03/01/2018	Arrangements for managing local services	Best practice	TC		
13/03/2018	Development of a Protocol Book	Best practice	TC		

## **BERWICK-UPON-TWEED TOWN COUNCIL**

**Minutes of the Town Council Local Services Committee Meeting held on Monday, 26 February 2018 at 6.30pm in the Town Hall, Marygate, Berwick-upon-Tweed**

### **PRESENT:**

Councillors:     B Douglas                                     (Chair)  
                      A Bowlas  
                      R Bruce  
                      A Gibson  
                      K Graham  
                      H Nichols  
                      B Parkin  
                      G Roughead  
                      L Stephenson

### **IN ATTENDANCE:**

G Davies, Town Clerk

S Cozens, Assistant to the Clerk

Cllr A Forbes.

7 member of the public, 1 member of the press

### **OPEN SESSION**

There were no statements by members of the public present.

#### **LS053/17       1. APOLOGIES FOR ABSENCE**

There were no apologies for absence.

#### **LS054/17       2. MINUTES OF THE LAST MEETING**

The minutes of the Berwick-upon-Tweed Town Council Local Services Committee meeting held on Monday, 29 January 2018 were agreed and signed as a correct record.



- LS055/17**      **3. DISCLOSURE OF INTERESTS**  
Cllrs B Douglas, K Graham and L Stephenson declared a personal interest in Item 11.
- LS056/17**      **4. REQUEST FOR DISPENSATION**  
There were no requests for dispensation.
- LS057/17**      **5. ROSE GARDEN, FLAGSTAFF PARK**  
The Town Clerk introduced his report. After a debate the recommendation was moved by Cllr Bruce, seconded by Cllr Bowlas; after a debate the matter was not put to a vote and it was **RESOLVED** to defer the matter to a future meeting.
- LS058/17**      **6. BANK HILL**  
The Town Clerk introduced his report. After a debate the recommendation was moved by Cllr Parkin, seconded by Cllr Graham, and, subject to an amendment moved by Cllr Douglas to require an open tended process, it was **RESOLVED** to recommend the implementation of Phase 1 works outlined within the report.
- LS059/17**      **7. SEATS AND BENCHES**  
Cllr Douglas introduced the report from the chair. After a debate it was **RESOLVED** without dispute to defer the matter for further discussions with the customers concerned.
- LS060/17**      **8. ASSET TAGGING**  
Members considered the report and there was a general consensus in favour of the styles and designs of tags described in the report.
- LS061/17**      **9 TOWN COUNCIL NOTICE BOARDS**  
Members of the committee considered the report and it was **RESOLVED** without dispute to consult all councillors as to the preferred locations for notice boards.
- LS062/17**      **10. BUS STOPS**  
Members noted the update provided by the Town Clerk.
- LS063/17**      **11. RIDING OF THE BOUNDS**  
Standing orders having been suspended, the chair of Berwick Riders Association provided an update to the committee in which they expressed their concerns about the organization of the event.
- LS064/17**      **12. CHRISTMAS LIGHTS**  
The Town Clerk provided a verbal update on the recent meeting with

stakeholders.

**LS065/17 13. SPONSORSHIP OF PLANTERS**

It was **RESOLVED** without dispute to agree to staff bringing forward a further report to council on this topic.

**LS066/17 14. FUTURE OF OPEN SPACES AND SKATE PARK**

Members fully explored the options concerning the future of the skate park, and provided guidance to staff as to their preferred option of inspecting and making safe the site before taking further steps.

**LS067/17 15. BEACH CLEAN**

- i. Standing orders having been suspended sufficiently to allow a member of the public to speak, an update was received both from a coastal volunteer and from Cllr Stephenson.
- ii. Members provided guidance to staff as to the types of projects they would wish to see developed with the funding previously allocated by council.

**LS068/17 16. DATE OF NEXT MEETING**

The next meeting of the committee will be held on Monday, 26 March 2018, at 6:30 pm in the Town Hall.

**The committee passed a resolution under the Public Bodies (Admission to Meetings) Act 1960 excluding the media and public from the discussion of the following business on the basis that public discussion may prejudice the Council's position with relation to legally confidential matters.**

At this point the Public withdrew in order to allow for the discussion of a confidential matter, pursuant to the Admission to Meetings Act 1961.

**LS069/17 17. ALLOTMENT**

It was **RESOLVED** without dispute to agree to further exploratory discussions taking place.

## **BERWICK-UPON-TWEED TOWN COUNCIL**

**Minutes of the Town Council People and Communities Committee Meeting held on Monday, 05 February 2018 at 7.00pm in the Town Hall, Marygate, Berwick-upon-Tweed**

### **PRESENT:**

Councillors:     K Graham                                     (Chair)  
                      R Bruce  
                      B Parkin  
                      G Roughead  
                      L Stephenson

### **IN ATTENDANCE:**

G Davies, Town Clerk  
S Cozens, Assistant to the Clerk  
Cty Cllr G Hill  
2 members of the public.

### **OPEN SESSION**

A member of the public raised the issue of the changed time for the meeting; the Town Clerk explained that it was an exception, but had been advertised lawfully.

#### **PC038/17       1. APOLOGIES FOR ABSENCE**

Apologies for absence had been received from: Cllrs H Bettison, I Dixon, B Douglas and H Nichols.

#### **PC039/17       2. MINUTES OF THE LAST MEETING**

On the motion of Cllr Roughead seconded by Cllr Stevenson the minutes of the meeting held on Monday, 6 November 2017 were agreed and signed as a correct record.

#### **PC040/17       3. DISCLOSURE OF INTERESTS**

There were no disclosures of interests.

**PC041/17 4. REQUEST FOR DISPENSATION**

There were no requests for dispensation.

**PC042/17 5. HARD TO REACH COMMUNITIES**

On the motion of Cllr Parkin, seconded by Cllr Stephenson, it was **RESOLVED** to accept the Town Clerk's report and to standardize on the use of the acronym LGBT+.

**PC043/17 6. HOMELESSNESS IN THE AREA**

After a debate which included the temporary suspension of standing orders sufficiently to allow a member of another local authority to take part in the debate it was **RESOLVED** without debate that the Town Clerk should contact all interested organizations supporting or providing services to the homeless in Berwick upon Tweed to discuss multi-agency problem solving approaches.

**PC044/17 7. PONTOON PROJECT**

It was **RESOLVED** without dispute that the Town Clerk should convene a meeting of interested parties to pursue the formation of a suitable organization to take this project forward.

**PC045/17 8. DATE OF NEXT MEETING**

The date of the next meeting would be Monday, 5 March 2018 at 6.30 pm.

## BERWICK-UPON-TWEED TOWN COUNCIL

**Minutes of the Town Council Planning Committee Meeting held on Tuesday, 13 March 2018 at 6.30pm in the Ante-Room, Town Hall, Marygate, Berwick-upon-Tweed**

### **PRESENT:**

Councillors:	G Roughead (Chair)	I Dixon
	A Bowlas	A Forbes
	R Bruce	C Lewis

### **IN ATTENDANCE:**

G Davies, Town Clerk

S Cozens, Assistant to the Clerk

Cty Cllr G Hill

2 members of the public, 1 member of the press

### **OPEN SESSION**

Cty Cllr G Hill reported she had requested that the planning application for Spittal Point be considered at the relevant meeting of Northumberland County Council (NCC). Also, Cty Cllr G Hill, spoke on the planning process with regards to how applications are commented on by the Town Council and subsequently considered by NCC.

Concerns and issues were then raised regarding the applications for land at Spittal Point.

#### **P095/17 1. APOLOGIES FOR ABSENCE**

Apologies for absence had been accepted from: Cllrs B Douglas, G Smith and G Thomson.

#### **P096/17 2. MINUTES OF THE LAST MEETINGS**

The minutes of the meeting held on Tuesday, 13 February 2018 were agreed and signed as a correct record.

#### **P097/17 3. DISCLOSURE OF INTERESTS**

There were no disclosures of interests.

#### **P098/17 4. REQUEST FOR DISPENSATION**

There were no requests for dispensation.

**P099/17**

**5. LOCAL NEIGHBOURHOOD PLAN**

A productive meeting took place regarding transport policies earlier in the day followed by a meeting of the Neighbourhood Plan Steering Group. NCC have indicated an environmental assessment is required. A consolidated response to the first draft is being prepared for return to the consultant. Further discussions will then take place regarding the next steps in the process. It is still hoped to have a draft plan for consultation later in the year, although the timescale has been put back 3 – 4 months due to the requirement for an environmental assessment.

**P100/17**

**6. PLANNING APPLICATION 18/00415/VARYCO**

The committee noted the report.

**P101/17**

**7. APPLICATIONS FOR PLANNING PERMISSION  
18/00473/LBC**

**Listed building consent for proposed provision of a Costa & Travelines coffee shop within the existing Travel Centre, including the formation of a new external entrance door/screen as a direct replacement of an existing window, and including locating a container unit, as an external dry goods store, within the existing service yard.**

**Berwick Railway Station, Railway Street, Berwick-upon-Tweed. TD15 1NF**

Members would object due to the impact of the visual amenity to a listed building as the colour was not in keeping with the area. It was suggested a more neutral colour may be more appropriate.

**18/00531/FUL**

**Replacement of windows and external doors.**

**16 Parade, Berwick-upon-Tweed, Northumberland. TD15 1DF**

No objections.

**18/00532/LBC**

**Listed Building Consent for the replacement of windows and external doors.**

**16 Parade, Berwick-upon-Tweed, Northumberland. TD15 1DF**

No objections.

**18/00554/COU**

**Change of Use from A4 (Public House) to C3 (Dwelling House).**

**The Grove, 143 Etal Road, Tweedmouth. TD15 2DU**

No objections.

**18/00559/FUL**

**Proposed entrance porch and replacement window surrounds.**

**20 West End Road, Tweedmouth. TD15 2HL**

No objections.

**18/00671/LBC**

**Listed Building Consent for addition to works approved under 17/00519/LBC (single storey side extension). Extend kitchen roof over side of existing building (above passageway).**

**51 Church Street, Berwick-upon-Tweed. TD15 1EE**

No objections.

**18/00674/ADE**

**Advertisement Consent: Two illuminated totem signs.**

**Morrisons, Loaning Meadows, Berwick-upon-Tweed. TD15 1UQ**

There was a feeling amongst Members that there was too much information on the second sign and therefore would object as this could be a distraction to road users. Also, there should be a condition that the signs are only illuminated during hours of business, so therefore would be turned off overnight. This is to prevent light pollution.

**18/00676/FUL**

**Proposed single storey rear extension and alterations to existing dwelling plus the creation of 2no off-street car parking bays.**

**25 Ravensdowne, Berwick-upon-Tweed, Northumberland. TD15 1HX**

Members would object on the issue of surface water drainage and loss of green space. The committee requested that the views of highways be sought.

**18/00729/FUL**

**Building to house a biomass boiler system and pellet storage area, to provide up to 120kW energy to the Care Home.**

**Garden House Residential Home, 174 Main Street, Spittal, Berwick-upon-Tweed, Northumberland. TD15 1RD**

No objections.

**18/00738/FUL**

**Remove garage and build a bedroom extension.**

**28 Springdale, Tweedmouth. TD15 2DD**

No objections.

**18/00784/FUL**

**Proposed porch.**

**24 Billendean Road, Spittal. TD15 1QS**

No objections.

**P102/17**

**8. PLANNING APPLICATION DECISION LIST**

The refusal of application 17/03899/FUL and permission of application 17/04524/FELTPO were both raised and an explanation provided. The decisions provided in the attachment were noted.

**P103/17**

**9. DATE OF NEXT MEETING**

The date of the next meeting would be Tuesday, 10 April 2018 at 6.30 pm.