

BERWICK-UPON-TWEED TOWN COUNCIL

To: **ALL MEMBERS OF THE COUNCIL**

You are hereby requested to attend a meeting of **BERWICK-UPON-TWEED TOWN COUNCIL** to be held in the Council Chamber, The Town Hall, Marygate, Berwick-upon-Tweed, on **MONDAY, 15 MAY 2017 AT 6.00 PM**

The Agenda for the meeting is set out below.

Stojens

Proper Officer

09 May 2017

EXTRACT FROM STANDING ORDERS

- 1(o) Unless permitted by the chairman of the meeting, a councillor may speak once in the debate on a motion except:
- i. to speak on an amendment moved by another councillor;
 - ii. to move or speak on another amendment if the motion has been amended since he last spoke;
 - iii. to make a point of order;
 - iv. to give a personal explanation that relates directly to new information concerning the member that was introduced during the debate, in which case they shall with the chair's consent offer their explanation after all other members who wish to do so have spoken, or
 - v. in exercise of a right of reply as the mover of the motion before a vote.
- 1(p) During the debate of a motion, a councillor may interrupt only on a point of order and the councillor who was interrupted shall stop speaking. A councillor raising a point of order shall identify the standing order which he considers has been breached or specify the other irregularity in the proceedings of the meeting he is concerned by.
- 1(t) Excluding motions moved understanding order 1(r) above, the contributions or speeches by a councillor shall relate only to the motion under discussion and shall not exceed (3) minutes without the consent of the chairman of the meeting.

A G E N D A

1. THE TOWN MAYOR END-OF-TERM ADDRESS

The retiring Town Mayor (Councillor Ivor Dixon) will present his end-of-term address.

2. ELECTION OF TOWN MAYOR

To elect the Town Mayor for 2017/2018. The newly-elected Town Mayor will sign a declaration of acceptance of office and will assume the Chair.

3. ELECTION OF DEPUTY TOWN MAYOR

To elect the Deputy Town Mayor for 2017/18.

4. APPOINTMENT OF SHERIFF

To confirm the appointment of Sheriff for 2017/18.

5. APOLOGIES FOR ABSENCE

To receive apologies for absence.

6. MINUTES

To sign as a correct record the minutes of the Berwick-upon-Tweed Town Council Meeting held on 24 April 2017.

7. CO-OPTION OF MEMBERS

To co-opt 2 Members to the vacant seats at Upper Spittal Ward (**Appendix A**).

8. DISCLOSURE OF INTERESTS

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.

9. REQUEST FOR DISPENSATION

(i) To receive 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 (pro-forma attached).

(ii) To consider requests for dispensation.

10. NEIGHBOURHOOD PLAN STEERING GROUP

i. Appointment of 7 Members to the Neighbourhood Plan Steering Group (**Appendix B**).

ii. Appointment of Chair and Vice-Chair of the Neighbourhood Plan Steering Group (**Appendix B**).

11. APPOINTMENT OF MEMBERS TO COMMITTEES

i. To confirm the Terms of Reference of committees for 2017/2018 (**Appendix C**).

ii. To agree membership of committees for 2017/2018 (**Appendix C**).

- iii. To confirm the appointment of six members to the Town Clerk / RFO Appointments Committee, and
- iv. To delegate to the Town Clerk / RFO Appointments Committee power to appoint a Town Clerk from the list of applicants, and to further delegate to the Town Clerk / RFO Appointments Committee power to agree a salary and terms and conditions of working for the appointee.

12. REPORT OF MEMBER ACTIVITIES AND ATTENDANCE

To note the reports of Council representatives on outside bodies and member attendance (**Appendix D**).

13. APPOINTMENTS TO OUTSIDE BODIES

To make appointments to outside bodies (**Appendix E**).

14. DIRECT DEBITS AND AUTOMATIC PAYMENTS

To authorize direct debits and automatic payments made on behalf of the Town Council (**Appendix F**).

15. RE-APPOINTMENT OF INTERNAL AUDITOR

To approve the re-appointment of the Internal Auditor under the terms of their existing, continuing contract.

16. SIGNATORIES TO BANK ACCOUNT

To agree new signatories to the bank account (**Appendix G**).

17. DATE OF NEXT MEETING

The next meeting of the Council will be held on Monday 19 June 2017 at 6 pm in the Town Hall.

Upon the rising of council each standing committee to which members have been appointed will hold a short meeting to elect a chair and vice chair, before adjourning their meetings to the prescribed date in the June / July meeting cycle.