

**BERWICK-UPON-TWEED TOWN COUNCIL**

**Summons to a meeting of**

**Council**

**on**


**Wednesday, 16 May 2018**

**At 6.00 pm**

**in the Council Chamber, Town Hall, Marygate,**

**Berwick upon Tweed**

**The Agenda for the meeting is set out on the following page.**



**Town Clerk**

**11 May 2018**

**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.

**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.

## AGENDA

ITEM NO.	TITLE AND DESCRIPTION OF ITEM	APPS
1.	<b>APOLOGIES FOR ABSENCE</b> To receive apologies for absence.	
2.	<b>MINUTES</b> To sign as a correct record the minutes of the Berwick-upon-Tweed Town Council Extraordinary Council Meeting held on 01 May 2018.	Minutes
3.	<b>DISCLOSURE OF INTERESTS</b> 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.	
4.	<b>REQUEST FOR DISPENSATION</b> (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.	
5.	<b>REVISED STANDING ORDERS</b> To adopt the revised Standing Orders.	A
6.	<b>APPOINTMENT OF INDEPENDENT SCRUTINEER</b> To consider the report.	B
7.	<b>ELECTION OF TOWN MAYOR</b> To elect the Town Mayor for 2018/2019. This item may need to be adjourned and resumed to allow Councillors to vote.	
8.	<b>ELECTION OF DEPUTY TOWN MAYOR</b> To elect the Deputy Town Mayor for 2018/2019. This item may need to be adjourned and resumed to allow Councillors to vote.	
9.	<b>BUDGET AND ADMINISTRATION COMMITTEE</b> To adopt the minutes of the meeting of the Budget and Administration Committee held on 9 April 2018.	C

- |            |   |          |
|------------|---|----------|
| <b>10.</b> | <b>LOCAL SERVICES COMMITTEE</b>   |          |
|            | i. To adopt the minutes of the meeting of the Local Services Committee held on 27 March 2018 (noted at the meeting of 16 April 2018).     | <b>D</b> |
|            | ii. To adopt the minutes of the meeting of the Local Services Committee held on 23 April 2018.  | <b>E</b> |
| <b>11.</b> | <b>PEOPLE AND COMMUNITIES COMMITTEE</b>   |          |
|            | To adopt the minutes of the meeting of the People and Communities Committee held on 3 April 2018 (noted at the meeting of 16 April 2018). | <b>F</b> |
| <b>12.</b> | <b>PLANNING COMMITTEE</b>   |          |
|            | To adopt the minutes of the meeting of the Planning Committee held on 10 April 2018.  | <b>G</b> |
| <b>13.</b> | <b>REPORT OF MEMBER ACTIVITIES AND ATTENDANCE</b>   |          |
|            | To note the reports of Council representatives on outside bodies and member attendance.   | <b>H</b> |
| <b>14.</b> | <b>BANKING ARRANGEMENTS</b>   |          |
|            | To consider the report.   | <b>I</b> |
| <b>15.</b> | <b>PRIVACY STATEMENTS</b>   |          |
|            | To adopt the proposed Privacy statement.  | <b>J</b> |
| <b>16.</b> | <b>WHISTLE BLOWING POLICY FOR STAFF AND COUNCILLORS</b>   |          |
|            | To consider the report.   | <b>K</b> |
| <b>17.</b> | <b>CIVIC CALENDAR</b>   |          |
|            | To note the report.   | <b>L</b> |
| <b>18.</b> | <b>FORWARD PLAN</b>   |          |
|            | To receive an update on the Forward Plan.   | <b>M</b> |
| <b>19.</b> | <b>APPOINTMENT OF MEMBERS TO COMMITTEES</b>   |          |
|            | i. To confirm the Terms of Reference of committees for 2018/2019.   | <b>N</b> |
|            | ii. To agree membership of committees for 2018/2019.  |          |
| <b>20.</b> | <b>APPOINTMENTS TO OUTSIDE BODIES</b>   |          |
|            | To make appointments to outside bodies.   | <b>O</b> |
| <b>21.</b> | <b>APPOINTMENT OF INTERNAL AUDITORS – FULL PROCUREMENT PROCESS</b>  |          |
|            | To consider the report.   | <b>P</b> |

**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 2 items of business on the basis that public discussion may prejudice the Council's position and/or staffing issues may be discussed.**

**22. STANDING ORDER 14 NOTIFICATION**

Verbal update from the Town Clerk. This matter is to be considered in the absence of the public due to risk of sensitive information being disclosed that may lead to the identification of an individual.

**23. APPOINTMENT OF AN HONORARY FREEMAN**

This matter is to be considered in the absence of the public due to risk of the identification of an individual.

**24. ADJOURNMENT OF MEETING**

This meeting of the Council is adjourned and will resume on Wednesday, 23 May 2018 at 6 pm in the Town Hall.

Upon the adjournment 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 meeting cycle.

At the close of the last committee meeting, Council will stand adjourned until Wednesday, 23 May 2018 at 6pm.

**25. THE TOWN MAYOR END-OF-TERM ADDRESS**

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

**26. DECLARATION OF ACCEPTANCE OF OFFICE**

Receipt of confirmation of acceptance of office from the Mayor and Deputy Mayor.

**27. APPOINTMENT OF SHERIFF**

To confirm the appointment of Sheriff for 2018/19.