

BERWICK-UPON-TWEED TOWN COUNCIL

To: ALL MEMBERS OF THE COUNCIL

The First Annual Meeting of **BERWICK-UPON-TWEED TOWN COUNCIL** will be held at the Parish Centre, The Parade, Berwick-Upon-Tweed, on **MONDAY 19th MAY 2008 at 7 pm.**

The Agenda for the meeting is set out below.

PLEASE NOTE: Councillors will be required to sign their Declarations of Acceptance of Office prior to the commencement of the meeting.

David Cook
Acting Proper Officer

8th May 2008

A G E N D A

1. ELECTION OF CHAIRMAN OF THE COUNCIL

To elect the Chairman for the municipal year 2008/2009. The newly-elected Chairman will make a declaration of acceptance of office and will assume the Chair.

2. CHAIRMAN'S DECLARATION OF ACCEPTANCE OF OFFICE

3. ELECTION OF VICE CHAIRMAN OF THE COUNCIL

To elect the Vice Chairman for the municipal year 2008/2009

4. APOLOGIES

To receive apologies for absence.

5. DISCLOSURE OF INTERESTS

To receive from members, in respect of any items included on the agenda for this meeting, disclosure of any personal or prejudicial interests.

6. STATEMENTS BY THE PUBLIC

Members of the public are invited to put questions to, or draw relevant matters to the attention of, the Council, prior to commencement of business. This is for a period of 15 minutes overall and is limited to 3 minutes per person.

7. CO-OPTION OF MEMBER

The Council may co-opt to fill vacancies remaining unfilled following an election.

There is one vacancy for St Boisil Ward.

It is RECOMMENDED

- (1) That the Council believes it is in the interests of the town that the vacancy on the Council is filled and that this be achieved by co-option.
- (2) That persons eligible to be co-opted be encouraged to put their names forward to the Chairman.
- (3) That consideration be given to a process of selection at the next meeting.

8. TRAINING FOR COUNCILLORS

To note arrangements for Councillor Training

9. CONSTITUTIONAL ISSUES

To note the matters which will require consideration by Councillors and agreement at the next meeting, including Standing Orders, Code of Conduct, and Committees of the Council.

10. FINANCIAL ARRANGEMENTS

To receive a report on the current balances confirmed as being transferred to the Council for the municipal year 2008/2009.

To agree the immediate arrangement of appropriate insurances for the Council.

11. APPOINTMENT OF BANK

To appoint a Bank to be Bankers for the Town Council.

12. APPOINTMENT OF SIGNATORIES

To appoint a minimum of two signatories to sign cheques on behalf of the Town Council.

13. RECRUITMENT OF CLERK AND RESPONSIBLE FINANCIAL OFFICER (RFO)

To receive a report on the recruitment of a Clerk and RFO to the Council.

To agree an interview panel and interview arrangements for the Clerk.

14. COUNCIL PREMISES

To receive a report on the acquisition, equipping and availability of office premises for the Council.

15. MEETINGS OF THE TOWN COUNCIL

To fix the dates, and times of meetings of the Town Council for 2008/2009.

It is RECOMMENDED

- (1) That the next meeting of the Town Council be held on Monday 23 June 2008 at 6 pm
- (2) That dates for the remainder of the year be agreed (minimum of three meetings per annum in addition to the Annual Meeting)
- (3) That pending the appointment of a Clerk, the Chair be the proper officer for the time being for the purposes of signing the summons to attend meetings.

David Cook (Acting Proper Officer)

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