

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, 11 MAY 2015 AT 6 PM**

The Agenda for the meeting is set out below.

Slogens

Assistant to the Clerk

05 May 2015

A G E N D A

The retiring Town Mayor (Councillor Isabel Hunter) will present her end-of-term address and take the Chair for the first item of business.

1. ELECTION OF TOWN MAYOR

To elect the Town Mayor for 2015/2016. The newly-elected Town Mayor will sign a declaration of acceptance of office and will assume the Chair.

2. ELECTION OF DEPUTY TOWN MAYOR

To elect the Deputy Town Mayor for 2015/2016.

3. APPOINTMENT OF SHERIFF

To confirm the appointment of Sheriff for 2015/2016.

4. 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.

5. APOLOGIES FOR ABSENCE

To receive apologies for absence.

6. MINUTES

- i. To sign as a correct record the minutes of the Berwick-upon-Tweed Town Council Meeting held on 23 March 2015.
- ii. To sign as a correct record the non-confidential minutes of the Berwick-upon-Tweed Town Council Extraordinary meeting held on 7 April 2015.

- iii. To sign as a correct record the minutes of the Berwick-upon-Tweed Town Council Extraordinary meeting held on 22 April 2015.

7. 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.

8. 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.

9. APPOINTMENT OF STANDING COMMITTEES

To agree standing committees for 2015/2016 (**Appendix A**).

10. REPORT OF MEMBER ACTIVITIES AND ATTENDANCE

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

11. APPOINTMENTS TO OUTSIDE BODIES

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

12. SIGNATORIES TO BANK ACCOUNT

To agree new signatories to the bank account.

13. BERWICK NEIGHBOURHOOD PLAN

To form a Steering Group to progress the Neighbourhood Plan, with monthly reports to the Planning Committee.

14. BERWICK CHARTER MARKET

To consider taking on responsibility for Berwick Charter Market.

15. APPOINTMENT OF RESPONSIBLE FINANCIAL OFFICER

To consider the appointment of a Responsible Financial Officer.

16. AUTHORISATION OF PAYMENTS AND ORDERS

To authorise payments on behalf of the Town Council (**Appendix D**).

17. APPROVAL OF PLANNED EXPENDITURE

To authorise the ordering of goods and services on behalf of the Town Council:

Removal/re-siting of seats in Flagstaff Park, estimated cost £90.

Repair seat on Pier Rd, estimated cost £90.

Request NCC to plant summer bedding, estimated cost £800.

Request NCC to water summer hanging baskets, estimated cost £1400.

Re-siting of benches in Spittal from Billendean to Main St, estimated cost £90.

Commission Play Area safety inspections, estimated cost £900.

Laminate Meeting Posters, cost £9.00.

18. PARISH LIAISON WORKING GROUP

To note a report from the Town Mayor on the January meeting of the County Council's Parish Liaison Working Group (**Appendix E**).

19. PLANNING COMMITTEE

To adopt the minutes of the meetings of the Planning Committee held on 24 February 2015 (**Attachment F**) and 24 March 2015 (**Attachment G**).

20. FINANCE AND RESOURCES COMMITTEE

To adopt the minutes of the meeting of the Finance and Resources Committee held on 16 March 2015 (**Attachment H**).

21. DATE OF NEXT MEETING

The next meeting of the Council will be held on Monday 29 June 2015 at 6 pm in the Town Hall.

Private Session

A Formal Resolution is required to exclude the press and public during the discussion of the following agenda items, which include issues of a personal and confidential nature.

22. MINUTES

To sign as a correct record the confidential minutes of the Berwick-upon-Tweed Town Council Extraordinary meeting held on 7 April 2015.

23. STAFFING COMMITTEE

To adopt the minutes of the meeting of the Staffing Committee held on 3 November 2014 (**Appendix I**).