

BERWICK-UPON-TWEED TOWN COUNCIL

Minutes of the Annual Town Council Meeting held on Monday 11 May 2015 at 6.00 pm in the Council Chamber, Town Hall, Marygate, Berwick-Upon-Tweed

PRESENT:

Councillors: I Hunter (Town Mayor, Chairman for Item 1)
H Bettison (Chairman for Item 2 onwards)
J Beresford
I Dixon
T Forrester
A Gibson
G Hill
G Jones (for Item 1 only)
J Lang
G McLean
G Roughead
C Seymour
F Simpson
G Smith

IN ATTENDANCE:

Wendy Pattison, as Clerk
Steve Cozens, Assistant to the Clerk
Michael Richardson, Sheriff
Joyce Benton, Sergeant-at-Mace
Paul Morgan, Halberdier
Approximately 23 members of the public

The retiring Town Mayor, Councillor I Hunter, gave an address highlighting the most memorable moments from her term of office and in particular congratulated the Duke and Duchess of Cambridge on the birth of their daughter Charlotte Elizabeth Diana and also congratulated Anne Marie Trevelyan on her Election victory at Thursday's General Election.

C001/15

1. ELECTION OF TOWN MAYOR

Councillor Hazel Bettison was proposed by Cllr Hunter and seconded by Cllr Gibson. There being no other nominations Cllr Bettison was duly elected.

Cllr Bettison thanked all Councillors and promised to do her very best for Berwick upon Tweed.

RESOLVED: That Councillor Hazel Bettison be appointed Town Mayor of Berwick-upon-Tweed for the year 2015/2016.

The Town Mayor signed the Declaration of Acceptance of Office and took the Chair for the remainder of the meeting.

[NOTE: Councillor G Jones left the meeting at the end of this item and took no further part in the meeting.]

C002/15

2. ELECTION OF DEPUTY TOWN MAYOR

Councillor Ivor Dixon was proposed by Cllr Bettison and seconded by Cllr Beresford.

There being no other nominations, Cllr Dixon was duly elected.

Councillor Dixon thanked all Councillors and promised that Berwick would be put back on the map and he would work hard to achieve this.

RESOLVED: That Councillor Ivor Dixon be appointed Deputy Town Mayor of Berwick-upon-Tweed for the year 2015/2016.

C003/15

3. APPOINTMENT OF SHERIFF

The Town Mayor announced her appointment of Ian Hay as Sheriff for the year 2015/2016.

C004/15

4. STATEMENTS BY THE PUBLIC

Mr Brian Darling advised he was very impressed with Berwick 900 celebrations. Mr Darling handed out questionnaires to all Councillors whether they felt BTC was fit for purpose or not and advised his collection of them after Councillors had left the meeting. Questions were asked regarding the length of time it took for the inner wheel to get a request agreed by BTC; Berwick paid the lowest paid wages and the worst planning authority in the country was also mentioned. Cllr Bettison apologised to Mr Darling for being abrupt at an earlier meeting and Cllr Dixon asked Mr Darling to be patient and to give BTC a year to sort things out. Mr Blackburn gave an alternative proposal for the Kwik Save building and suggested a coach park, rest

area and a visitor centre and thought this would cost in the region of £100k. A suggestion to use the Ramparts instead for proposed office accommodation was also mentioned. Mr Spencer Barclay thought parking in Berwick was not fit for purpose and produced drawings of what the Kwik Save site would look like re drive in and drive out. He would also be prepared to do all consultancy work free of charge. Mr John Haswell, brought his concerns to the meeting and thought the current NCC tourist guide was poor and not giving Berwick enough coverage. The Visit Northumberland website also does not mention the fact that Berwick has any beaches and requested that BTC put onto a future agenda re appointing a tourism officer to properly promote Berwick's interests. Cllr Bettison agreed that changes were needed to promote Berwick further. A resident gave his concerns regarding the removal of the archives on the 8th June, to a temporary home in the library and expressed concern that they may be removed permanently to Woodhorn. Cllr McLean advised that he had spoken on this matter and passed on his concerns to NCC and Cllr Hill also advised there had been no consultation with BTC. Cllr Bettison advised she would fight tooth and nail to keep the archives in Berwick. Mrs Graham wanted to ensure that Cllrs Bettison and Dixon would stick to their promises to do their best for Berwick and to ensure proper public consultation and also mentioned Councillor Jones absences which Cllr Bettison advised were due to important meetings at NCC. There will be public meetings held in May and June and Cllr Bettison advised they will be widely advertised in the Berwick Advertiser, BTC website, notice boards and social media. A call was made for the Old Berwick stocks to be put back into place which have been missing for a year and this was advised as parts of them being repaired and a need to gain permission from English Heritage to re-site them. Cllr Dixon advised that there was a possibility of the closure of Seton Hall which has 47 residents and there was to be a press release on Thursday. BTC will ascertain more information from the provider Seton Care on this concerning matter.

C005/15

5. APOLOGIES FOR ABSENCE

No apologies for absence had been received.

C006/15

6. MINUTES

- i. The minutes of the meeting held on 23 March 2015 were proposed by Cllr Hunter and seconded by Cllr Hill and agreed and signed as a correct

record. Cllr Hill took the opportunity to thank the temporary Clerk for quick and transparent minutes and also requested the Finance Regulations and Standing Orders were updated and further requested the release of the January 2014 Dunn report on the Council's takeover of the management of the Portas Pilot. Cllr Roughead emphasised his concern that NCC had agreed further consultation would be considered on public transport issues and that BTC should advise their concerns to them by letter accordingly. Cllr Bettison advised that this would be discussed/agreed at 27th May meeting.

- ii. The non-confidential minutes of the Extraordinary meeting held on 7 April 2015 were proposed by Cllr Hunter and seconded by Cllr Dixon and agreed and signed as a correct record.
- iii. The minutes of the Extraordinary meeting held on 22 April 2015 were proposed by Cllr Hunter and seconded by Cllr Gibson and agreed and signed as a correct record.

C007/15 **7. DISCLOSURE OF INTERESTS**

There was no disclosure of interests.

C008/15 **8. REQUEST FOR DISPENSATION**

There were no requests for dispensation.

C009/15 **9. APPOINTMENT OF STANDING COMMITTEES**

The membership of Standing Committees for 2015-2016 as circulated was agreed and is set out in Appendix A attached to these minutes.

Environment and Regeneration – Cllrs H Bettison, I Dixon, A Gibson, G Hill, I Hunter, J Lang, G Roughead, C Seymour, F Simpson and G Smith

Events – Cllrs H Bettison, J Beresford, I Dixon, G Hill, J Lang, C Seymour and F Simpson

Finance and Resources – Cllrs H Bettison, I Dixon, A Gibson, G Hill, G Roughead and C Seymour

Planning – Cllrs H Bettison, I Dixon, T Forrester, A Gibson, G Hill, C Seymour and G Smith

Staffing – Cllrs H Bettison, I Dixon, G Hill, J Lang and C Seymour

Cllr Dixon advised that he was very pleased that Events were carrying on

C010/15 **10. REPORT OF MEMBER ACTIVITIES AND ATTENDANCE**

Members noted the reports from those councillors who had provided information about the bodies on which they represented the Town Council.

Councillor Bettison advised that she was not a member of the Riders Association.

Cllr McLean referred to the Berwick 900 Event and personally thanked the Sheriff for all his help and also St Cuthbert's for provision of teas, coffees and rolls

Members noted the record of Councillor attendance for the Year 2014/2015.

C011/15

11. APPOINTMENTS TO OUTSIDE BODIES

The appointment of Town Councillors to outside bodies as circulated in Appendix C and attached to these minutes. Cllr Hunter advised that Tweedmouth School no longer has a position available. Northumberland Town and Council working group is only available for Chairmen to attend and Lmaps is jointly attended by Councillors from Berwick, Morpeth and Alnwick, the next meeting takes place at Alnwick, followed by Pegswood and Berwick. Cllr Simpson is finding it difficult to attend NALC meetings on Saturday mornings and her place will now be taken by Cllr Seymour and this was agreed by Councillors. Cllr Dixon can't attend St Aidan's and his place will be taken by Cllr Smith and this was agreed by Councillors. Cllr Roughead is unable to attend HELM or CAAG, and Councillors will advise the Clerk if they can attend in Cllr Roughead's place. The changes were agreed unanimously by all Councillors.

C012/15

12. SIGNATORIES TO BANK ACCOUNT

Cllr Dixon and Cllr McLean had agreed to be signatories to BTC Bank Accounts, however, Cllr McLean advised Councillors he wished to withdraw his offer. Cllr Seymour has agreed to be the second signatory. The Finance Officer will contact them with the appropriate forms.

RESOLVED: Councillors I Dixon and Cllr C Seymour will be appointed as signatories to the Town Council Bank Accounts and will be contacted by the finance officer with the relevant paperwork.

C013/15

13. BERWICK NEIGHBOURHOOD PLAN

Cllr Hill suggested a small group was a good way to ensure wider consultation and suggested 5 Councillors should form a steering committee. Cllr Hill also suggested appointing an advisory group of local people to feed into the steering group. This was agreed and Councillors Hill, Seymour, Lang, Smith and Dixon were appointed as Steering Group members.

RESOLVED: To form a Steering Group and an Advisory Group.

C014/15

14. BERWICK CHARTER MARKET

All Freeman Trustees left the room and Cllr Lang took the Chair. However, it was then decided that Cllr Dixon should put forward his ideas/plans and the Freeman Trustees should be present to hear them and all Trustees came back into the room. Cllr Hill queried the absence of a report and relevant figures which had been requested previously from the Finance Officer as no decisions could be made without the figures. It was requested that Mr Robert Leetham, Finance Officer, must send the relevant paperwork to Councillors before the next finance meeting and full Council meeting.

RESOLVED: Mr Robert Leetham to provide a report and figures re Berwick Charter Market before the next Finance and full Council meeting.

C015/15

15. APPOINTMENT OF RESPONSIBLE FINANCIAL OFFICER

It was decided that the Town Clerk should be appointed the RFO and this was proposed by Cllr Hill and seconded by Cllr Forrester and agreed by all.

RESOLVED: To appoint the Town Clerk as RFO.

C016/15

16. AUTHORISATION OF PAYMENTS AND ORDERS

Cllr Hill queried NCC salary payments which had not been properly itemised and sent out to all Councillors ahead of the meeting. Cllr Bettison advised that they should be discussed further and in private in part 2 /Confidential part of the meeting. Councillor Hill voted against the (and asked for it to be noted) discussion re payments being moved to the private session.

C017/15

17. APPROVAL OF PLANNED EXPENDITURE

Cllr Hill wondered why the planned expenditure had not been discussed under the payments category. Cllr Hunter advised this was because the items needed to be ordered in advance. Queries were raised regarding the cost of paying for the watering of hanging baskets and Cllr Hill advised she was unhappy with the short notice re the presentation of the items and the lack of explanation and advised she would not approve any of the expenditure. Approval was then agreed by the majority with abstentions and 1 Councillor objecting to all payment expenditure.

RESOLVED: TO APPROVE PLANNED EXPENDITURE.

C018/15

18. PARISH LIAISON WORKING GROUP

Members noted the report by Councillor I Hunter.

C019/15

19. PLANNING COMMITTEE

The minutes of Planning for 24th February and 24th March 2015 were proposed by Councillor Seymour and seconded by Cllr Forester

RESOLVED: To adopt the minutes of the Planning Committee meetings held on 24 February 2015 and 24 March 2015.

C020/15

20. FINANCE AND RESOURCES COMMITTEE

The minutes of Finance and Resources for 16th March were proposed by Cllr Roughead and seconded by Cllr Hunter

RESOLVED: To adopt the minutes of the Finance and Resources Committee meeting held on 16 March 2015.

C021/15

21. DATE OF NEXT MEETING

The next meeting of the Council would be held on Monday 29 June 2015 at 6 pm.

RESOLVED: To exclude the press and public during discussion of the following items, which include issues of a personal and confidential nature.

C022/15

22. MINUTES

The confidential minutes of the Berwick-upon-Tweed Town Council meeting held on 7 April 2015 were agreed unanimously by all Councillors and signed as a correct record. Cllr Seymour expressed concern that a query mentioned at the meeting regarding Cllr Hill still remained unanswered by NEREO.

RESOLVED: To adopt the confidential minutes of the meeting held on 7th April 2015.

C023/15

23. STAFFING COMMITTEE

Cllr Hill advised she could not agree to the minutes being adopted and this was also supported by Cllr Seymour, Cllr Forrester advised he had never seen the minutes.

The minutes of the Staffing Committee held on 3rd November 2014 were proposed by Cllr Bettison and seconded by Cllr Hunter with 2 against and 2 abstentions.

RESOLVED: To adopt the Staffing Committee minutes from 3rd November 2014.

[NOTE: Cllr Bettison invited Councillors and partners to the robing ceremony on

Monday 18th May 2015 at 6pm. (Dress optional).]

C024/15

16. AUTHORISATION OF PAYMENTS AND ORDERS

Discussion took place regarding the absence of the finance officer at Council meetings and the failure to itemise salary payments and not providing Councillors with any relevant background information in regard to the invoices presented for payment. The Finance Officer is requested to attend all future Finance and Council meetings. Councillors agreed to approve payments with Cllr Hill voting against.

RESOLVED: To request the Finance Officer attend all future Finance and Council Meetings. Payments and Orders were approved.

NB. Councillor Bettison requested an advert be put into the Berwick Advertiser asking for the public to advise the Town Clerk which questions they would like to ask NCC officers in order that the relevant officers can attend an Open General Meeting to be held at the Town Hall.

STANDING COMMITTEES 2015-2016 (APPENDIX A)

1. Finance and Resources Committee

Councillor A Gibson
Councillor G Hill
Councillor G Roughead
Councillor C Seymour
Town Mayor Councillor H Bettison
Deputy Town Mayor Councillor I Dixon

2. Planning Committee

Councillor T Forrester
Councillor A Gibson
Councillor G Hill
Councillor C Seymour
Councillor G Smith
Town Mayor Councillor H Bettison
Deputy Town Mayor Councillor I Dixon

3. Events Committee

Councillor J Beresford
Councillor G Hill
Councillor J Lang
Councillor C Seymour
Councillor F Simpson
Town Mayor Councillor H Bettison
Deputy Town Mayor Councillor I Dixon

4. Environment and Regeneration Committee

Councillor A Gibson
Councillor G Hill
Councillor J Lang
Councillor I Hunter
Councillor G Roughead

Councillor C Seymour
Councillor F Simpson
Councillor G Smith
Town Mayor Councillor H Bettison
Deputy Town Mayor Councillor I Dixon

5. Staffing Committee

Councillor G Hill
Councillor J Lang
Councillor C Seymour
Town Mayor Councillor H Bettison
Deputy Town Mayor Councillor I Dixon

APPOINTMENTS TO OUTSIDE BODIES 2015-2016 (APPENDIX C)

Name of Organisation	Representative/s in 15-16	Term of Appointment
Berwick Community Trust	Cllr I Dixon	Annual
Berwick-upon-Tweed Corporation (Freemen) Trustees From November 2015	Cllr H Bettison Cllr I Dixon Cllr I Hunter Cllr C Seymour Cllr F Simpson	1 year until 30th November 2016
Cittaslow Working Group	Cllr F Simpson	Annual
Conservation Area Advisory Group		Annual
Local Multi-Agency Partnership (LMAP)	Cllr G Mclean	Annual
Gateway Group	Cllr F Simpson	Annual
Berwick Events Group	Cllr T Forrester	Annual
Berwick Fair Trade	Cllr F Simpson	Annual
Berwick Youth Project	No Representative	Annual
HELM (Heritage Environment Local Management) Champion	No Representative	Annual
Northumberland Association of Local Councils (NALC) –	Cllr Seymour	Annual

County Committee		
Northumberland Town and Parish Council Charter Review Group	Cllr Bettison	Annual
Tweedmouth Prior Park First School	Not Applicable	
Berwick in Bloom	Cllr A Gibson	
Riding of the Bounds Association	No representative	
St Aidans	Cllr G Smith	
Berwick 900	Cllr H Bettison Cllr G Mclean	
Berwick Youth Council	Cllr A Gibson Cllr I Hunter Cllr G Roughead	

Annual Meeting

Appendix D
Item 16
Monday 11th May 2015

Berwick-upon-Tweed Town Council
PAYMENTS MADE - TO BE NOTED

Voucher	Code	Date	Cheque No	Description	Supplier	Net	VAT	Total
392-409	Salaries	03/03/2015	101051	Salaries	Northumberland County Council	8051.83	0.00	8051.83
408	Salaries: Payroll costs	03/03/2015	101051	Payroll	Northumberland County Council	2.00	0.40	2.40

Berwick-upon-Tweed Town Council
PAYMENTS TO BE APPROVED

Voucher	Code	Date	Cheque No	Description	Supplier	Net	VAT	Total
410-18	Salaries:	31/03/2015	101070	Salaries:	Northumberland County Council	6,103.82	0.00	6,103.82
417	Salaries: Payroll costs	31/03/2015	101070	PAYroll	Northumberland County Council	2.00	0.40	2.40
28	Mayor personal & official expenses	05/05/2015	101082	Rosettes	Berwick Riders Association	270.45	0.00	270.45
29	Visit Berwick Website	05/05/2015	101083	Website hosting	Northumberland Tourism	600.00	120.00	720.00
30	IT Support	05/05/2015	101084	IT support	Northern Lab	90.00	18.00	108.00
31	Salaries: Other	05/05/2015	101085	Casual clerk	W Pattison	585.00	0.00	585.00
32	Photocopies	05/05/2015	101086	Photocopies	Capital Solutions	25.04	5.01	30.05
33	Maintenance & installation	05/05/2015	101087	Christmas lights instalation	Steven Monks	4,660.00	932.00	5,592.00
34	Councillor Travel & Subsistence	05/05/2015	101088	Mileage	C Seymour	27.18	0.00	27.18