

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, 9 MAY 2016 AT 6.00 PM**

The Agenda for the meeting is set out below.

Stogens

Assistant to the Clerk

03 May 2016

BERWICK LOCAL SERVICES OFFICERS

Councillors to meet the newly appointed Berwick Local Services Officers at 5.45pm prior to the start of the Council meeting.

OPEN SESSION

The Chairman to invite members of the public present 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.

A G E N D A

1. UPDATE ON FINANCIAL MANAGEMENT FROM STEPHEN WARREN

To receive a report from Mr Stephen Warren, Independent Consultant and Deputy Comptroller of the Jersey Audit Office on the work he has undertaken for Berwick-upon-Tweed Town Council.

2. THE TOWN MAYOR END-OF-TERM ADDRESS

The retiring Town Mayor (Councillor Hazel Bettison) will present her end-of-term address.

3. ELECTION OF TOWN MAYOR

To elect the Town Mayor for 2016/2017. The newly-elected Town Mayor will sign a declaration of acceptance of office and will assume the Chair.

4. ELECTION OF DEPUTY TOWN MAYOR

To elect the Deputy Town Mayor for 2016/2017.

5. APPOINTMENT OF SHERIFF

To confirm the appointment of Sheriff for 2016/2017.

6. BERWICK CYCLE STRATEGY

Sion Gates, Manager, Berwick Youth Hostel.

7. APOLOGIES FOR ABSENCE

To receive apologies for absence.

8. MINUTES

To sign as a correct record the minutes of the Berwick-upon-Tweed Town Council Meeting held on 18 April 2016.

9. 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.

10. 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.

11. COMMITTEE STRUCTURE

To discuss/approve proposed changes to Berwick-upon-Tweed Town Council committee structure (**Appendix A**).

12. APPOINTMENT OF STANDING COMMITTEES

To agree standing committees for 2016/2017 (**Appendix B**).

NB: The Standing Committees will depend on the outcome of the previous item 'COMMITTEE STRUCTURE'.

13. REPORT OF MEMBER ACTIVITIES AND ATTENDANCE

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

14. APPOINTMENTS TO OUTSIDE BODIES

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

15. AUTHORISATION OF EXPENDITURE AND ORDERS

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

16. APPROVAL OF ANNUAL INTERNAL AUDITOR

Approval of engagement of company 1 in the tender bid process for Internal Audit Services for Berwick-upon-Tweed Town Council.

17. NEW FINANCIAL REGULATIONS AND ANY AMENDMENTS TO CURRENT STANDING ORDERS

- a) Revised Financial Regulations (Item 10 Appendix B from the meeting held on 18 April 2016, now attached as **Appendix F**).
- b) Any additions/amendments to the Standing Orders in regard to the Financial Regulations.

18. SPITTAL SPLASH PARK

Approval of quote to carry out the service contract at Spittal Splash Park (**Appendix G**).

19. ALLOTMENTS

Berwick-upon-Tweed Town Council Allotments (**Appendix H**).

20. PLANNING COMMITTEE

To adopt the minutes of the meeting of the Planning Committee held on 23 February 2016 (**Attachment I**).

21. DATE OF NEXT MEETING

The next meeting of the Council will be held on Monday 27 June 2016 at 6 pm in the Town Hall.