

## BERWICK-UPON-TWEED TOWN COUNCIL

To: **Members of the Budget and Administration Committee**

You are hereby requested to attend a meeting of the Budget and Administration Committee of **BERWICK-UPON-TWEED TOWN COUNCIL** to be held in the Ante-Room, The Town Hall, Marygate, Berwick-upon-Tweed, on **MONDAY 12 JUNE 2017 AT 6:30 PM.**

**The Agenda for the meeting is set out below.**



**Town Clerk**

**06 June 2017**

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### **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 under standing 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.

## **A G E N D A**

**1. APOLOGIES FOR ABSENCE**

To receive apologies for absence.

**2. MINUTES OF THE LAST MEETING**

To sign as a correct record the minutes of the Berwick-upon-Tweed Town Council Budget and Administration Committee meeting held on Monday, 15 May 2017.

**3. 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.

**4. 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.

**5. LINE MANAGEMENT OF THE TOWN CLERK**

Members are invited to consider appointing a sub-committee of three members, to be called the Town Clerk / RFO sub-committee, to function as the line management arrangements for the Town Clerk.

**6. ANNUAL RETURN**

To note the timetable for the annual return (**Appendix A**).

**7. STAFF TRAINING**

To consider the report (**Appendix B**).

**8. WEEKLY CALENDAR**

To consider the report for a weekly office calendar (**Appendix C**).

**9. DATE OF NEXT MEETING**

The next meeting of the committee will be held on Monday 10 July 2017, at 6:30 pm in the Town Hall.

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

**10. INTERNAL AUDIT ACTION PLAN**

To note the report (**Appendix D**).

**MEMBERS OF THE BUDGET AND ADMINISTRATION COMMITTEE:**

**Councillors: R Bruce, B Douglas, A Forbes, A Gibson and G Roughead**