

## Budget and Administration

### Publication of meeting papers - Draft Report

#### Background

1. During open session at council on 18th December 2017 Mr Brian Darling stated that 'democracy in Berwick' was 'not working' because he had failed to find any mention of a meeting of the Budget and Administration Committee on 13th November 2017 on the council website in advance of that meeting.
2. An exchange of views took place between the clerk and Mr Darling, during which Mr Darling also asserted that a planning meeting on an unspecified date had also not been appropriately publicized.
3. The clerk undertook to provide a report to council concerning the 13th November meeting; it is impossible to resolve concerns about an unspecified meeting. This draft is coming first to Budget and Administration Committee to enable members to comment or raise any concerns with the report before it proceeds to council.
4. The meeting of Budget and Administration Committee on 13th November was announced on the agenda of the previous meeting; this is normal practice.
5. 13th November was a Monday. The law requires that a meeting be publicized three clear days before its date (for these purposes Saturday qualifies as a clear day). Papers should therefore be published on Wednesday 8th November. Emails containing the council papers were sent to councillors, county councillors and the local press on Wednesday 8th November.
6. The meeting was announced on Twitter on 8th November, with a link to the papers online (see Image A).
7. The meeting was similarly announced on Facebook on 8th November.(see Image B).
8. Images C & D are images drawn from the audit log of the website; they show iterations 27 and 29 of the webpage for the Budget and Administration Committee, which show that the full committee papers were uploaded between the 7th and 9th November.
9. For all the above reasons we are satisfied that the publicizing of the meeting was lawful, and in accordance with our normal practice.

#### Recommendation

1. That members conclude there was no breach of law or good practice in the publication of papers for, and announcement of, the meeting of Budget and Administration Committee on 13th November 2017.

Image A

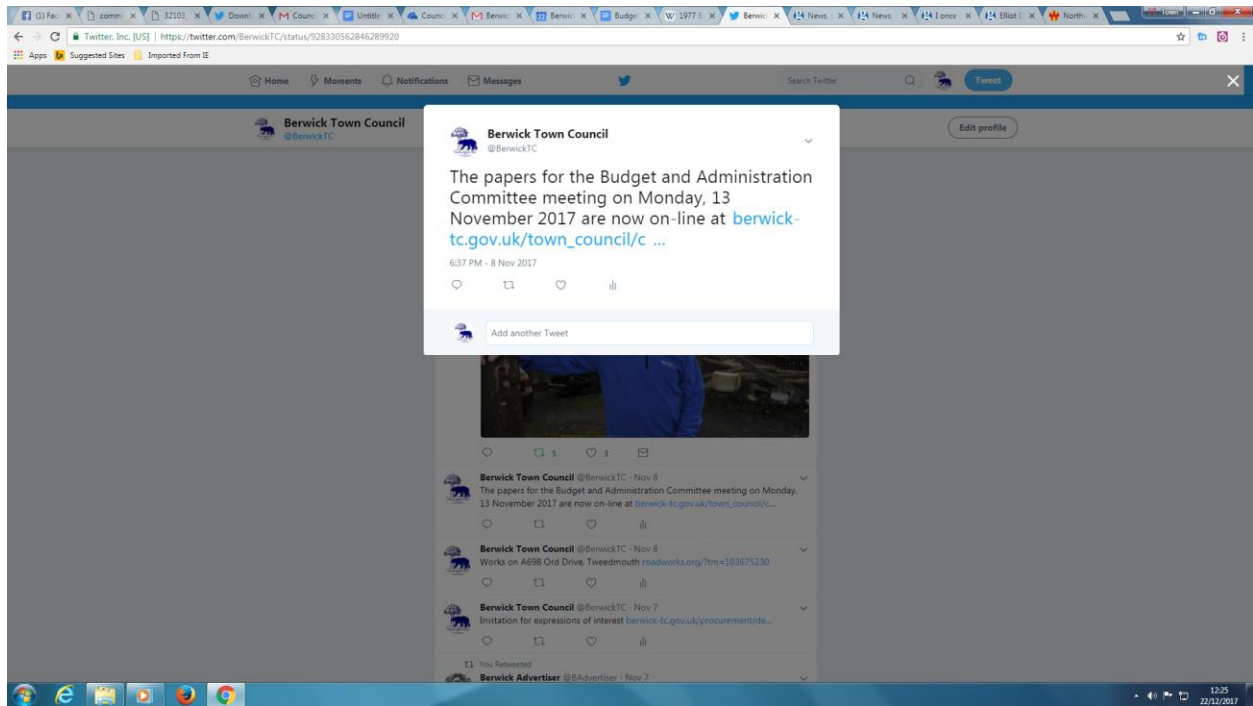


Image B

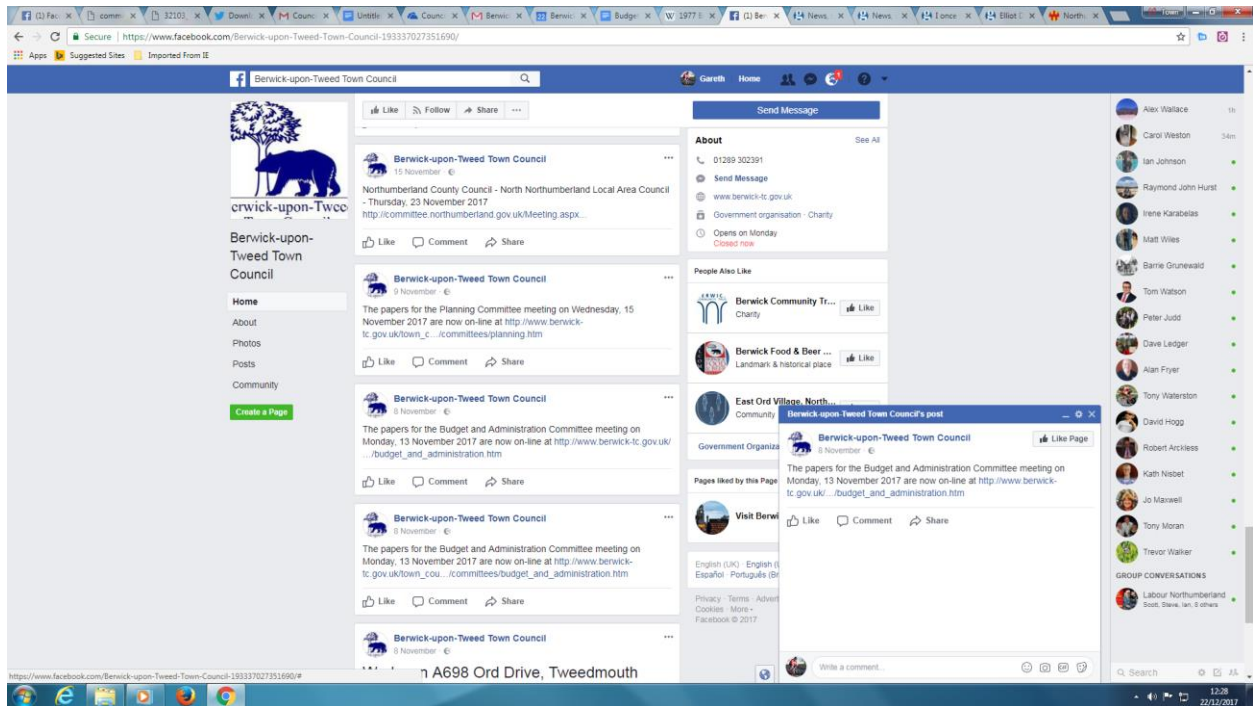


Image C

The screenshot shows a web browser window with multiple tabs. The active tab is 'tagish iSite' with the URL 'www.berwick-tc.gov.uk/admin/site\_builder/default.asp?mode=58&pk\_page=5961'. The page title is 'tagish iSite' and the page content is 'Web Site Pages Administration'. The page details for 'Budget and Administration Committee' are as follows:

Return to Site:	Committees (http://www.berwick-tc.gov.uk/50town_council/committees/)
Page Title:	Budget and Administration Committee
Page Filename:	budget_and_administration.htm
Description:	
Keywords:	
Template:	Website
Included in Menus:	Yes
Included in What's New:	Yes

To visit the full Council and committee pages on the Town Council website, please click [here](#).

**Next Meeting**  
Agenda \* Monday, 13 November 2017 \* 6.30pm \* Town Hall

**Previous Meetings**  
Agenda \* Appendix A (i) \* Appendix A (ii) \* Appendix A (iii) \* Appendix A (iv) \* Appendix B \* Appendix C \* Monday, 9 October 2017  
Agenda \* Minutes \* Appendix A \* Appendix B \* Monday, 11 September 2017  
Agenda \* Minutes \* Appendix A \* Appendix B \* Appendix C (i) \* Appendix C (ii) \* Appendix D \* Wednesday, 16 August 2017  
Agenda \* Minutes \* Appendix A \* Appendix B \* Appendix C \* Monday, 10 July 2017  
Agenda \* Minutes \* Appendix A \* Appendix B \* Appendix C \* Monday, 12 June 2017  
Agenda \* Minutes \* Monday, 15 May 2017 \* 6.30pm or upon the rising of the Local Services Committee whichever is later \* Town Hall

The following Councillors sit on the Budget and Administration Committee:

**Chair:** Anne Forbes  
**Vice Chair:** Robert Bruce  
**Committee Members**  
Alan Bowlas  
Brian Douglas  
Alex Gibson

Image D

The screenshot shows a web browser window with multiple tabs. The active tab is 'tagish iSite' with the URL 'www.berwick-tc.gov.uk/admin/site\_builder/default.asp?mode=58&pk\_page=5964'. The page title is 'tagish iSite' and the page content is 'Web Site Pages Administration'. The page details for 'Budget and Administration Committee' are as follows:

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Template:	Website
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