

## Email and server costs

### Background

1. Council is reminded that, as part of its response to the Hoey Ainscough report, it adopted the recommendation that councillors should be issued with council email addresses that would enable all parties to clearly identify when councillors were communicating as councillors.
2. Council is also reminded that it has an existing, and ongoing contract with your IT providers for the desktop and server systems required to operate your office.
3. At the same time as we have been requesting from your existing providers the cost of providing up to 25 email addresses (16 for councillors, 5 for staff and four for generic purposes / to be held in reserve) we have become aware that the existing file server used for the office is overdue for replacement.
4. Broadly speaking, the server is seven years old, has used up 97% of its disk space, is out of warranty and, as a model, is no longer supported by its manufacturer. In layman's terms, if it were a car, it is at the point where MOT failure is imminent, and likely to be seriously destructive, if not catastrophic.
5. The cost of a replacement server, to host the council website, back office facilities and email gateway, would range from £3,000 to £4,250. This would provide data security going forward. No provision has been made in your budget for this, but it is a legitimate operating expense that could be provided for from your operating reserves. The estimated cost includes the cost of migrating data from the old server to the new one, its configuration and setting up.
6. Email accounts for business use are usually provided now on a pay per month basis, with some other software integrated into the offer. The days when an email account was provided on a client server model, with users choosing their preferred client software that accessed the email provider servers via established protocols, are receding into the distance.
7. The cost of providing 25 email accounts, on a pay per month basis, varies from £82.50 per month for Google GSuite Basic, to £235 per month for Office 365 Business Premium. There is little good reason to provide Office 3765 Premium, which includes desktop software for all 25 users as well an online access to emails. GSuite Basic provides access to Google Docs, a 30gb mailbox, video / voice connections and google calendar. The equivalent Office 365 package, albeit with larger mailboxes, cost £30 per month more.
8. Council is therefore recommended to choose GSuite Basic as its offer for councillor emails, and to vire £1000 from operating reserves to the IT budget to cover the costs of providing councillor emails.

## Recommendations

1. That council note the increased costs associated with the existing IT contract outlined in 5 and 8, above, and resolves to instruct staff to make the necessary purchases and virements, as outlined, under the existing contract, and
2. To delegate to the Interim Town Clerk the authority to negotiate the specification of the server within the boundaries laid out.

#### Town Meeting 2017

1. The Annual Town Meeting will take place on Monday 23<sup>rd</sup> May 2017.
2. In line with previous practice it is recommended that the meeting receive one or more presentations, with one open session to enable members of the public to raise issues or ambitions they have for Berwick upon Tweed.
3. Council will have elected a new mayor on the previous Monday, and it is anticipated that either the Mayor (if present) or the Deputy Mayor will chair the meeting. The meeting will be clerked by your staff, as usual.
4. Amongst the suggestions we would make for this year's presentations are
  - a. The Berwick Barracks Project
  - b. The Coastal Communities Team
  - c. Berwick Marina Project
  - d. Future transport issues

#### Recommendations

That council indicate its preferences for presentations at the Town Meeting.

## Annual General Meeting of Council

### Background

1. The 10<sup>th</sup> Annual Meeting of Council will take place on Monday 15<sup>th</sup> May 2017 at 18:00 in the Council Chamber.
2. The meeting will be clerked by your staff. It is proposed that the meeting recognize the changes in the makeup of council by restricting its business to matters of administration and forward planning.
3. Given that the Town Meeting follows nine days after the Annual Meeting it is not proposed to have an open session at this meeting.
4. Members who represent the council on Outside Bodies are invited to submit their reports to the Assistant to the Town Clerk at least seven days before the meeting.
5. Members are invited to note that, subject to their consent to the return to a committee structure, a form will be included with each new members pack asking members to nominate committees they wish to serve on, and explaining the role of each committee. This will greatly simplify the work of your officers at the Annual Meeting.
6. A proposed agenda is attached at Appendix (i)

### Recommendations

Members are invited to note the proposed agenda.

Appendix (i)

**1. THE TOWN MAYOR END-OF-TERM ADDRESS**

The retiring Town Mayor (Councillor Ivor Dixon) will present his end-of-term address.

**2. ELECTION OF TOWN MAYOR**

To elect the Town Mayor for 2017/2018. The newly-elected Town Mayor will sign a declaration of acceptance of office and will assume the Chair.

**3. ELECTION OF DEPUTY TOWN MAYOR**

To elect the Deputy Town Mayor for 2017/18.

**4. APPOINTMENT OF SHERIFF**

To confirm the appointment of Sheriff for 2017/18

**5. APOLOGIES FOR ABSENCE**

To receive apologies for absence.

**6. MINUTES**

To sign as a correct record the minutes of the Berwick-upon-Tweed Town Council Meeting held on 24 April 2017.

**7. DISCLOSURE OF INTERESTS**

**8. REQUEST FOR DISPENSATION**

**9. REPORT OF MEMBER ACTIVITIES AND ATTENDANCE**

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

**10. APPOINTMENTS TO OUTSIDE BODIES**

To make appointments to outside bodies.

**11. AUTHORISATION OF EXPENDITURE AND ORDERS**

To authorise payments on behalf of the Town Council.

**12. RE-APPOINTMENT OF INTERNAL AUDITOR**

**13. APPOINTMENT OF MEMBERS TO COMMITTEES**

**14. DATE OF NEXT MEETING**

Upon the rising of council each committee to which members have been appointed will hold a short meeting to elect a chair and vice chair, before adjourning their meetings to the prescribed date in the June meeting cycle.

## Salaries

### Background

1. Staff of Berwick upon Tweed Town Council have always been appointed on national terms and conditions, with their salary set within bands comprised of a number of points along a spinal column. The result is that staff salaries can increase in two ways; through progression within a band, moving from one spinal column point to the next, or via a national pay award which raises all the spinal column points by the amount of the award.
2. The issue is complicated by some staff having previously been appointed to spinal column points at the top of a band, effectively preventing them from being awarded incremental progressions. The only way this could be undone is by, effecting, putting posts through a job evaluation process, and testing whether the current duties performed are congruent with the existing pay band or another. This is not an easy process to resource, and will be an ongoing issue for any permanent Town Clerk to resolve.
3. Your payroll contractor has been instructed previously to automatically increment salaries, where possible, and to apply national increases as and when agreed. This has happened in 2017.
4. The appraisal process in 2016 left no evidence base on which incremental progression could be refused for any staff in the 2017 pay round.
5. The timing of the annual incremental rise and appraisals is less than ideal. It is therefore proposed that, after their half yearly appraisals in October 2017, employees will be given an indication as to whether incremental progression will be denied in 2018, providing adequate time for them to appeal against the decision or request a further performance review after improving their performance.

### Recommendations

1. That council note the report.



Council  
Item 16  
Appendix I  
Monday, 10 April 2017

Date	What decision is requested	Why does this decision need to be made	Who requested it?	When does it need to be made?	Outcome
24/10/2016	Whether to consider proposals to fund a music event in Berwick in 2017	Inquiry from Berwick residents and others	TC / NCC / Berwick residents	7 November 2016	Council to receive a presentation
2/11/2016	Whether to support the provision of yacht mooring facilities on the quayside – to fund scoping reports and to further fund construction	To support economic regeneration and tourism	Request from Cllr D Blackburn	29 November 2016	
30/10/2016	Approve MTFP	Financial regs	TC	November 2016	
2/11/2016	Tourism review – to review provision of management information, resources available for tourism promotion and support for social media activity.	In order to make better use of council resources and promote tourism as a driver of regeneration	TC	November 2016	April, 2017 as part of appraisals
30/10/2016	As part of budget, to approve budget allocations for clerk and deputy town clerk as full time employees	Councillor proposal	Cllr E Goodyer	December 2016	Part progressed – deputy town clerk to be reviewed June 2017
07/11/2016	Document retention policy and procedure note	As part of risk appraisal / management	TC	December 2016	Completed
07/11/2016	Lone worker policy	As part of risk appraisal / management	TC	December 2016	Completed as part of office move
30/10/2016	Approve budget	Financial regs	TC	December 2016	Completed
25/11/2016	Playground maintenance	To manage risk	TC	19 December 2016	Ongoing as at 17 March 2017

<b>Date</b>	<b>What decision is requested</b>	<b>Why does this decision need to be made</b>	<b>Who requested it?</b>	<b>When does it need to be made?</b>	<b>Outcome</b>
25/11/2016	Lions allotments	Negotiations Update (Confidential)	TC	19 December 2016	Ongoing with no clear conclusion date
28/11/2016	FoI	Legal compliance	TC	19 December 2016	Completed
30/11/2016	Whether the Town Council wishes to be used as a pilot.	Councillor proposal (Confidential)	Cllr E Goodyer	19 December 2016	Completed
24/10/2016	Playground inspection regime 2017	Safety of playground users / risk management	TC	Jan 2017	Completed but requires ongoing monitoring
24/10/2016	Approve Risk Management Register	To comply with Financial Regs	TC	Jan 2017	Partially completed – requires more work in new council year
24/10/2016	Approve Asset Register	To comply with Financial Regs	TC	Jan 2017	Partially completed – requires more work as part of approval of final accounts
7/11/2016	Pensions policy	Legislative change	TC	Jan 2017	Completed
25/11/2016	Reserves policy	Best practice to review reserve provision	TC	Jan 2017	Completed but requires some implementation
19/12/2016	Heritage Lamp Stands	Councillor proposal	NCC / Councillors	Feb 2017	Completed
10/01/2017	Extension of Hoppa Bus Service	Inquiry from Berwick resident	Resident	Feb 2017	Ongoing – see below – this item closed
2/11/2016	To approve an investment strategy and list of counterparties	Financial regs	TC	Feb 2017	Complete



<b>Date</b>	<b>What decision is requested</b>	<b>Why does this decision need to be made</b>	<b>Who requested it?</b>	<b>When does it need to be made?</b>	<b>Outcome</b>
25/11/2016	To review allotment provision	Legislative compliance	TC	Feb 2017	Ongoing –see below
06/02/2017	Castle Vale Park / Coronation Park Sculpture Trail	Inquiry from Parks Officer	Parks Officer	Feb 2017	Completed
13/02/2017	Tweedmouth Community Football Club	Request for statement of support	Cllr G Hill	Feb 2017	Completed but with consequential work (Five Arches Play Park, below)
06/02/2017	5 Military Intelligence Battalion be given freedom of the town	5 Military Intelligence Battalion	Col N Haden	March 2017	Ongoing
06/02/2017	New Leisure Centre	Consultation	NCC / Councillors	March 2017	Ongoing
06/02/2017	Committee Structure	Committee structure for the new Municipal Year	TC	March 2017	Ongoing
17/2/17	Member Induction Plan	Best practice	TC	March 2017	Ongoing
10/02/2017	Staff Training	Validate staff knowledge	TC	March 2017	Ongoing as part of appraisal process
24/02/2017	Christmas Lights for 2017-2018	To comply with Financial Regs	Cllrs H Bettison, A Gibson & G McLean	March 2017	Ongoing
27/02/2017	Seagulls	Concerns of Councillors and residents	Councillors	March 2017	Ongoing
25/11/2016	Growths and savings 2018/19	Best practice	TC	Sept 2017	
24/02/2017	Future insurance arrangements – Civic Regalia	Best practice	TC	June 2017	Ongoing
24/02/2017	Rationalization of Civic Regalia	Best practice	TC	June 2017	
24/02/2017	Riding of the Bounds	Lessons Learned	TC	June 2017	
31/01/2017	Relationship with the Berwick-upon-Tweed Corporation (Freemen) Trustees	Enquiry from Councillor	Cllr D Blackburn		

<b>Date</b>	<b>What decision is requested</b>	<b>Why does this decision need to be made</b>	<b>Who requested it?</b>	<b>When does it need to be made?</b>	<b>Outcome</b>
03/03/2017	Staff salaries and performance reviews	Best practice	TC	April 2017	
03/03/2017	Assets register and valuation of assets	Best practice	TC	April / May 2017	
03/03/2017	Hoppa bus	Future planning of service	TC		
14/03/2017	Future rail provision in north Northumberland	Future planning of service	TC		
14/03/2017	Future of Berwick Hospital	Future planning of service	TC		
17/03/2017	Future of Five Arches Play Area	Future service planning	TC	June 2017	
17/03/2017	Customer feedback / voice of the customer	Service planning / performance management	TC	June 2017	
17/03/2017	Potential land acquisitions / new play facilities	Future service planning	TC		
17/03/2017	Operation London Bridge	Future service planning	TC / Local stakeholder	April 2017	
17/03/2017	Forward Plan 2017/18 refresh – remove completed work, Identify key work programmes for 2017/18, and format changes to accommodate new council structures if necessary	Future service Planning	TC	April 2017	
17/03.2017	Hoppa Bus future	Future service planning	TC	April 2017	
17/03/2017	Approval of accounts	Statutory obligation	TC	June 2017	
17/03/2017	Receipt of audit report	Statutory obligation	TC	Sept 2017	
17/03/2017	Town Meeting – May 2017	Statutory obligation	TC	April 2017	
17/03/2017	Approve plans for Annual Council / Mayor Making	Statutory obligation	TC	April 2017	
17/03/2017	Councillor emails	Best practice	TC	April 2017	
24/03/2017	Become a Charter Branch	Funding available and access to advice	TC		
27/03/2017	Canadian Pipes and Drums	Event Planning	TC		
31/03/2017	Letter of support for KOSB	Request from KOSB	KOSB	April 2017	

## **BERWICK-UPON-TWEED TOWN COUNCIL**

**Minutes of the Town Council Planning Committee Meeting held on Tuesday, 21 February 2017 at 6.30pm in the Ante-Room, Town Hall, Marygate, Berwick-upon-Tweed**

### **PRESENT:**

Councillors: I Dixon (Chair)  
A Forbes  
J Lang  
G Roughead (Item 6, Application 17/00197/LBC onwards)  
G Smith

### **IN ATTENDANCE:**

S Cozens, Assistant to the Clerk  
2 member of the public

In the absence of both the Chair and Vice-Chair, it was agreed that Cllr I Dixon should Chair the meeting.

### **OPEN SESSION**

A representative of the Civic Society raised concerns regarding the planning application for 76 Ravensdowne.

#### **P068/16 1. APOLOGIES FOR ABSENCE**

Apologies for absence had been accepted from: Councillors G Roughead (lateness) and C Seymour.

#### **P069/16 2. MINUTES OF THE LAST MEETING**

The minutes of the meeting held on Tuesday, 17 January 2017 were agreed and signed as a correct record.

#### **P070/16 3. DISCLOSURE OF INTERESTS**

There were no disclosures of interest.

#### **P071/16 4. REQUEST FOR DISPENSATION**

There were no requests for dispensation.

P072/16

**5. LOCAL NEIGHBOURHOOD PLAN**

It was noted that updates are provided at meetings of full Council.

P073/16

**6. APPLICATIONS FOR PLANNING PERMISSION**

**16/04511/FUL**

**Alterations to apartments to accommodate lift, rear extension to 76 Ravensdowne to form reception room, utility room and wc, reduction in size and moving of coach house, introduction of Zinc Fascade and roof covering treatment vertical and roof at abutment of flats to existing house on west elevation onto Ravensdowne. Alteration of internal layouts in apartments, 1 bedroom apartments configured to two bedroom. re-configuration of windows in apartment block to enable project to build and achieve energy efficiency, render to rear section of 76 Ravensdowne & Solar Hot Water.**

**76 Ravensdowne, Berwick-upon-Tweed, Northumberland. TD15 1HX**

**Suspend Standing Orders.** A member of the public mentioned that the area of the application was too small for the Conservation Area Advisory Group to consider for observations. **Standing Orders re-instated.**

Members had concerns regarding the solar panels in a conservation area and on a listed building. They asked that the Assistant to the Clerk seek further information before a decision would be reached via email.

**17/00323/FUL**

**Remodelling of existing sun room. New garden room. Demolition and rebuild of boundary wall to windsor crescent.**

**Dervaig, 1 North Road, Berwick-upon-Tweed, Northumberland. TD15 1PW**

No objections.

**17/00336/FUL**

**Proposed alteration and extension of rear store to form utility room and internal alterations to form extended kitchen.**

**32A Castle Terrace, Berwick-upon-Tweed. TD15 1NZ**

No objections.

**17/00341/ADE**

**Advertisement Consent: 2 x fascia signs, 1 x hanging sign, 2 x amenity boards, 1 x menu case and 1 x landscape chalkboard.**

**The Leaping Salmon, 8 Golden Square, Berwick-upon-Tweed. TD15 1BG**

Members had no objections in principle. However, Members were concerned for the youth hostel across the road if the signs were illuminated too strongly, and hoped the signs would not be illuminated overnight, during closing hours.

**17/00345/LBC**

**Listed Building: Minor internal alterations to existing Layout.**

**The Leaping Salmon, 8 Golden Square, Berwick-upon-Tweed. TD15 1BG**

No objections.

**17/00353/FUL**

**Proposed timber gates replacing replacing external garage door.**

**6 Tweed Street, Berwick-upon-Tweed, Northumberland. TD15 1NG**

No objections.

**17/00417/FUL**

**Proposed Single Storey Extension to form enlarged kitchen.**

**137 Main Street, Spittal. TD15 1RP**

No objections.

**17/00197/LBC**

**Listed building consent for proposed sub division of dwelling at ground floor level to shop.**

**2 Kiln Hill, Tweedmouth. TD15 2EZ**

No objections.

**17/00200/FUL**

**Proposed sub division of dwelling at ground floor level to shop.**

**2 Kiln Hill, Tweedmouth. TD15 2EZ**

No objections.

**16/04721/FUL**

**Change of use application A1-A3.**

**Taste Of Northumbria 82 Marygate Berwick-upon-Tweed Northumberland  
TD15 1BN**

No objections.

**P074/16**

**7. PLANNING APPLICATION DECISION LIST**

The Assistant to the Clerk would obtain and distribute Decision Notices for Planning Applications 16/03939/VARYCO and 16/01295/DISCON.

The remaining decisions provided in the attachment were noted.

**P075/16**

**8. DATE OF NEXT MEETING**

The date of the next meeting would be Tuesday, 21 March 2017 at 6.30 pm.