

BERWICK-UPON-TWEED TOWN COUNCIL

Minutes of the Town Council Local Services Committee Meeting held on Monday, 23 April 2018 at 6.30pm in the Town Hall, Marygate, Berwick-upon-Tweed

PRESENT:

Councillors: B Douglas (Chair)
A Bowlas
R Bruce
B Parkin
L Stephenson

IN ATTENDANCE:

G Davies, Town Clerk
4 members of the public

OPEN SESSION

A number of members of the public were in attendance; Friends of Five Arches asked for an introduction to the new Parks Officer, which the Town Clerk confirmed he would arrange.

LS078/17 1. APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllrs A Gibson, K Graham, H Nichols and G Roughead.

LS079/17 2. MINUTES OF THE LAST MEETING

The minutes of the Berwick-upon-Tweed Town Council Local Services Committee meeting held on Tuesday, 27 March 2018 were agreed and signed as a correct record.

LS080/17 3. DISCLOSURE OF INTERESTS

There were no disclosures of interest.

LS081/17

4. REQUEST FOR DISPENSATION

There were no requests for dispensation.

LS082/17

5. UPDATE FROM LOCAL SERVICES BOARD

It was **RESOLVED** without contention to note the updates.

LS083/17

6. PARKS PROJECT

After the Town Clerk introduced the report elected members provided feedback to the Town Clerk and it was **RESOLVED** to note the report.

LS084/17

7. ALLOTMENTS

- i. After the Town Clerk introduced the report members sought assurances that every possible step had been taken to contact residents, and it was **RESOLVED** to note the report.
- ii. After the Town Clerk had introduced the report members provided feedback suggesting that costs should be shared with Northumberland County Council and endorsing the suggestion that alternatives such as railing should be explored. It was then **RESOLVED** to note the report.

LS085/17

8. DATE OF NEXT MEETING

The next meeting of the committee will be held on Monday, 4 June 2018, at 6:30 pm in the Town Hall.

BERWICK-UPON-TWEED TOWN COUNCIL

Minutes of the Town Council People and Communities Committee Meeting held on Tuesday, 03 April 2018 at 6.30pm in the Town Hall, Marygate, Berwick-upon-Tweed

PRESENT:

Councillors: K Graham (Chair)
H Bettison
R Bruce
G Roughead
L Stephenson

IN ATTENDANCE:

G Davies, Town Clerk
3 members of the public.

OPEN SESSION

A member of the public expressed concern about the Town Council's capacity to undertake a survey of the LGBT population, and further expressed concern about the lack of co-operation between East Ord Parish and Berwick Town Council in relation to planning matters.

PC046/17 1. APOLOGIES FOR ABSENCE

Apologies for absence had been received from: Cllrs I Dixon, B Douglas, H Nichols and B Parkin.

PC047/17 2. MINUTES OF THE LAST MEETING

The minutes of the meeting held on Monday, 5 February 2018 were agreed and signed as a correct record.

PC048/17 3. DISCLOSURE OF INTERESTS

There were no disclosures of interests.

PC049/17

4. REQUEST FOR DISPENSATION

There were no requests for dispensation.

PC050/17

5. LAUNCH OF LGBT+ SURVEY

The Town Clerk provided an update to elected members and confirmed that consideration would be given once the survey was completed to the writing of any new policies required.

PC051/17

6. HOMELESSNESS IN THE AREA

Members explored the issues with care, and noted the advice of the Town Clerk that this was also an issue that was amenable to scrutiny by NCC's own scrutiny committees. It was **RESOLVED** to continue to explore the topic.

PC052/17

7. PREPARATION OF A TOWN PLAN

Members **RESOLVED** to note the proposals from the Town Clerk for the preparation of a Town Plan.

PC053/17

8. GRANT APPLICATIONS

- i. It was **RESOLVED** on the motion of Cllr Bettison seconded by Cllr Graham to approve the grant application from Berwick Old Age Pensioners Association.
- ii. It was **RESOLVED** unanimously to support the grant application from Royal British Legion – North Northumberland Branch from civic funds if other sources of income were not available.

PC054/17

9. DATE OF NEXT MEETING

The date of the next meeting would be Tuesday 5 June 2018 at 6.30 pm.

BERWICK-UPON-TWEED TOWN COUNCIL

**Minutes of the Town Council Planning Committee Meeting held on Tuesday, 10 April 2018
at 6.30pm in the Ante-Room, Town Hall, Marygate, Berwick-upon-Tweed**

PRESENT:

Councillors: G Roughead (Chair) A Forbes
A Bowlas C Lewis
R Bruce G Smith

IN ATTENDANCE:

S Cozens, Assistant to the Clerk
1 members of the public, 1 member of the press

OPEN SESSION

There were no contributions during the open session.

- P104/17 1. APOLOGIES FOR ABSENCE**
Apologies for absence had been accepted from: Cllrs I Dixon, B Douglas and G Thomson.
- P105/17 2. MINUTES OF THE LAST MEETINGS**
The minutes of the meeting held on Tuesday, 13 March 2018 were agreed and signed as a correct record.
- P106/17 3. DISCLOSURE OF INTERESTS**
There were no disclosures of interests.
- P107/17 4. REQUEST FOR DISPENSATION**
There were no requests for dispensation.
- P108/17 5. LOCAL NEIGHBOURHOOD PLAN**
No update was provided. However, as this was a standing item, further updates

would be provided at future meetings as required.

P109/17

6. APPLICATIONS FOR PLANNING PERMISSION

18/00858/FUL

Provision of ramp to provide wheelchair access for a disabled resident.

Threeways, Springhill, Tweedmouth, Northumberland. TD15 2QN

Members were supportive of this application.

18/00864/FUL

Replace single 6-over-6 wooden sash-and-case window and its boarded-up adjacent window with two 2-over-2 wooden sash-and-case windows to match other existing.

3 Ravensdowne, Berwick-upon-Tweed. TD15 1HX

No objections.

18/00865/LBC

Listed Building Consent to replace single 6-over-6 wooden sash-and-case window and its boarded-up adjacent window with two 2-over-2 wooden sash-and-case windows to match other existing.

3 Ravensdowne, Berwick-upon-Tweed. TD15 1HX

No objections.

18/01052/OUT

Outline planning permission for the erection of 3 dwellinghouses.

Land East Of Mill Farm, Tweedmouth, Northumberland.

No objections.

P110/17

7. PLANNING APPLICATION DECISION LIST

The decisions provided in the attachment were noted.

P111/17

8. DATE OF NEXT MEETING

The date of the next meeting would be Tuesday, 1 May 2018 at 6.30 pm.

Annual Report of Member Activities and Attendance

The purpose of the appendix is to provide to the annual meeting of the Council a report of the activities of members who are representing the Council on outside bodies.

- i. Members were appointed at the last annual meeting to represent the Town Council on outside bodies (at the October meeting of Council in the case of the Berwick-upon-Tweed Corporation (Freemen) Trustees).
- ii. Reports are attached, together with a summary of member attendance at Council and Committee meetings.

Recommendation

- i. The Council to note the report.

**1. Berwick Community Trust
(Cllr I Dixon)**

Due to an e-mail problem I was omitted from the list and was not notified about meetings. This has now been rectified.

**2. Berwick-upon-Tweed Corporation (Freemen) Trustees
(Cllrs H Bettison, I Dixon, A Forbes, K Graham and G Roughead)**

This organisation meets on the last Friday evening of each month and is attended by 5 nominated Town Councillors as well as 5 members of the Freemen Trustees. These meetings are confidential and deal with various aspects of the Berwick upon Tweed Corporation (Freemens) Trustees Estate.

**3. Berwick Fair Trade
(Cllr A Bowlas)**

No report received.

**4. Berwick in Bloom
(Cllr A Gibson)**

No report received.

**5. Berwick Youth Project
(Cllr A Forbes)**

No report received.

**6. Conservation Area Advisory Group
(Cllr A Bowlas)**

No report received.

**7. Litter Prevention Champion
(Cllr L Stephenson)**

I am working closely with both groups beach cleaning at the Pier Road Beach and Spittal Beach.

The volunteers are amazing and work really hard all year through. We are through the Council agreeing to a £300.00 grant to supply them with notice boards promoting the Beach Cleans and other suitable equipment required.

The Youth Hostel have been extremely supportive by also promoting these Beach Cleans, storing equipment for visitors to join in and even taking hot drinks to the Pier Road group when the weather is really cold.

I am also liaising with The Coast Care group based in Seahouses, and connect with Gary, the co-ordinator regularly.

**8. North Northumberland Voluntary Forum
(Cllr L Stephenson)**

As the representative from the council I attend all meetings for the North Northumberland Network that are held at the Cheviot Centre in Wooler.

This is an opportunity for all the groups attending to network and share useful information.

**9. Northumberland Association of Local Councils (NALC) – County Committee
(Cllr G Roughead)**

No report received.

**10. Northumberland Town and Parish Council Liaison Working Group
(Chair / Vice Chair of the Council)**

No report received.

**11. Parks Steering Group
(Cllr B Parkin)**

No report received.

**12. Riding of the Bounds Association
(Cllr K Graham)**

I write this report a few days after a highly successful event of 'Riding the Bounds' on Saturday 5th May 2018.

The new committee made a commitment to moving the date to the nearest Saturday of the usual event date. This allowed the inclusion of many more people across our community and others travelling to ride from over the border and beyond.

The committee has encountered many hurdles (excuse the pun), during the build up to the event this year.

It's a huge event to set up and run. It takes tremendous commitment throughout the year.

Many lessons have been learnt over this last year. Berwick isn't the easiest of places to organise such an event. We have the A1 running through the route for one thing; also some challenging land to ride.

It is hoped the event will continue to be successful and grow from strength to strength.

**13. St Aidans
(Cllr L Stephenson)**

I have attended monthly meetings with committee and have shared any relevant information with the Council.

The AGM will be on tuesday 15th May 2018.

**14. Sure Start Children's Board
(Cllr L Stephenson)**

I am in contact with Vanessa Eastern, the manager and attend the meetings held 3 monthly for the Childres Centre North Advisory Board held at the Fire Station in Wooler. I have been supplying the group with paper and card for the children at all the centres locally in Northumberland. This has been kindly donated by Chris Hardie of Martins Printers.

By contacting Cty Cllr Georgina Hill regarding the signage of restricted speeds approaching Sure Start this problem should be improved in the near future.

**15. Tweedmouth Community Football Club
(Cllrs K Graham and B Parkin)**

The Club is thriving and continues to keep Five Arches land in excellent condition.

The grounds have been and continues to allow its land used for many community and charity events.

The club saw numerous improvements brought online within the grounds.

They received a good grant award from NCC this year and were delighted with BTC for the work on fencing to the allotments within the site.

Les Fletcher chairman works every hour he can with the lads to keep football on the calendar for men, woman and children both in our area and others over the border.

The plans with NCC for fencing are imminent for decision. All the improvements hoped for the pitch drainage, lighting, fencing and car park are Work in progress.

The community have been very involved with the support of this club and after 40 years we will continue to be proactive with our plans to keep the club a great success.

BERWICK-UPON-TWEED TOWN COUNCIL
RECORD OF COUNCILLOR ATTENDANCE 2017/2018

KEY			
Attended	√	Absent	X
Apologies	A	Sick	S

FULL COUNCIL

COUNCILLOR	May 2017	Jun 2017	Jul 2017	Aug 2017	Sep 2017	Oct 2017	Nov 2017	Nov 2017	Dec 2017	Jan 2018	Feb 2018	Mar 2018	Mar 2018	Apr 2018	May 2018	TOTAL
H Bettison	√	√	√	√	√	√	√	√	√	√	√	√	√	√	A	14/15 (93%)
A Bowlas	√	√	√	√	√	A	A	A	√	√	√	√	√	√	√	12/15 (80%)
R Bruce	√	√	√	√	√	√	√	√	√	√	√	A	√	√	√	14/15 (93%)
I Dixon	√	√	√	√	√	√	√	√	A	√	√	A	√	√	√	13/15 (87%)
B Douglas	√	√	√	√	A	√	A	A	√	√	A	√	A	√	√	10/15 (67%)
A Forbes	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	15/15 (100%)
T Forrester	√	√	√	√	√	√	√	A	√	√	√	√	√	√	√	14/15 (93%)
A Gibson	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	15/15 (100%)
K Graham	√	√	√	√	√	√	√	√	√	A	√	√	√	√	√	14/15 (93%)
C Lewis		√	√	√	√	√	√	√	√	A	A	√	√	√	√	12/14 (86%)
H Nichols	√	A	√	√	A	A	√	√	A	A	√	A	A	A	√	7/15 (47%)
B Parkin	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	15/15 (100%)
G Roughead	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	15/15 (100%)
G Smith	√	√	√	√	√	√	√	√	√	√	√	A	√	√	√	14/15 (93%)
L Stephenson	√	√	√	√	√	√	√	√	A	√	√	A	√	√	√	13/15 (87%)
G Thomson		√	X	A	√	√	A	√	A	A	A	A	A	A	X	4/14 (29%)

KEY			
Attended	√	Absent	X
Apologies	A	Sick	S

BUDGET AND ADMINISTRATION COMMITTEE

COUNCILLOR	May 2017	Jun 2017	Jul 2017	Aug 2017	Sep 2017	Oct 2017	Nov 2017	Dec 2017	Jan 2018	Feb 2018	Mar 2018	Apr 2018	TOTAL
A Bowlas			√	√	√	A	A	A	√	√	√	A	6/10 (60%)
R Bruce	√	√	√	√	√	√	√	A	√	√	√	√	11/12 (92%)
B Douglas	√	√	√	√	√	√	A	A	√	√	A	A	8/12 (67%)
A Forbes	√	√	√	√	√	√	√	√	√	√	√	√	12/12 (100%)
A Gibson	√	√	√	√	A	√	√	√	√	√	√	√	11/12 (92%)
C Lewis			√	√	√	A	√	√	A	A	A	√	6/10 (60%)
G Roughead	√	√	√	√	A	√	A	A	A	√	√	√	8/12 (67%)
G Smith			A	√	A	√	√	√	√	√	A	A	6/10 (60%)

KEY			
Attended	√	Absent	X
Apologies	A	Sick	S

PEOPLE AND COMMUNITIES COMMITTEE

COUNCILLOR	May 2017	Jul 2017	Sep 2017	Oct 2017	Nov 2017	Feb 2018	Apr 2018	TOTAL
H Bettison	√	√	A	A	√	A	√	4/7 (57%)
R Bruce	√	√	√	√	√	√	√	7/7 (100%)
I Dixon	√	√	√	√	√	A	A	5/7 (71%)
B Douglas	√	A	A	√	A	A	A	2/7 (29%)
K Graham	√	√	√	√	√	√	√	7/7 (100%)
H Nichols	√	A	√	A	A	A	A	2/7 (29%)
B Parkin	√	√	√	A	√	√	√	6/7 (86%)
G Roughead	√	√	A	√	√	√	√	6/7 (86%)
L Stephenson	√	A	√	√	√	√	√	6/7 (86%)

KEY			
Attended	√	Absent	X
Apologies	A	Sick	S

PLANNING COMMITTEE

COUNCILLOR	May 2017	May 2017	Jun 2017	Jul 2017	Aug 2017	Aug 2017	Sep 2017	Oct 2017	Oct 2017	Nov 2017	Jan 2018	Feb 2018	Mar 2018	Apr 2018	TOTAL
A Bowlas	√	√	√	√	√	A	√	A	A	A	√	√	√	√	10/14 (71%)
R Bruce	√	√	√	√	√	A	√	√	√	√	√	√	√	√	13/14 (93%)
I Dixon	√	√	√	A	√	√	A	A	√	√	√	√	√	A	10/14 (71%)
B Douglas	√	√	√	√	√	√	√	√	√	A	√	√	A	A	11/14 (79%)
A Forbes	√	√	√	√	√	√	A	√	√	√	√	√	√	√	13/14 (93%)
C Lewis				√	√	√	√	A	√	√	A	A	A	√	7/11 (64%)
G Roughead	√	√	√	A	A	√	√	√	√	√	√	√	√	√	11/14 (79%)
G Smith	√	√	√	√	√	√	√	√	√	√	√	√	A	√	13/14 (93%)
G Thomson	√			X	√	A	A	A	A	√	A	A	A	A	2/11 (18%)

KEY			
Attended	√	Absent	X
Apologies	A	Sick	S

TOWN CLERK / RFO SUB-COMMITTEE

COUNCILLOR	Dec 2017	TOTAL
A Forbes	√	1/1 (100%)
R Bruce	√	1/1 (100%)
G Roughead	√	1/1 (100%)

Banking Arrangements

Background

1. As reported in draft Minute BA114/17, the Budget and Administration Committee resolved that, as good practice, Council should adopt each year at its AGM a list of named counter parties (e.g. High Street Banks or their equivalent covered by the FCS compensations scheme) with whom it may open accounts.
2. In agreeing to adopt this list, Council delegates to the existing bank account signatories the power to open new bank accounts, provided each new account has the same mandate and signature requirements as its existing accounts. It also delegates responsibility for transferring funds between accounts so as to effectively manage the Council's reserves.

Potential Counter Parties where accounts may be opened

3. The following are banks and Building Societies that offer notice accounts or bonds that a parish council may be eligible to apply for:

Nationwide

Melton BS

Triodos

CAF Bank

Cambridge & Counties Bank

All are regulated by the FCA or, for Triodos, its Dutch equivalent.

Recommendation

4. Council agree to adopt the list in para 3 as counter parties where Berwick Town Council may open accounts.

We regard your privacy as important and comply with the Data Protection Act 1998 and the provisions of the General Data Protection Regulations 2018. This statement sets out the information we collect or are supplied with. It tells you how the information is held, who we share it with, and how it is used. There are contact details for queries about your personal information.

Using our website

We record personal information if you:

- subscribe to or apply for services that require personal information,
- report an issue or fault and give your contact details for us to respond,
- contact us and leave your details for us to respond.

What information do we collect and what information are we supplied with

When you contact us we create a record in your name and we update that record with any further information you provide us with. We keep records of when you contact us, as necessary and dispose of data as soon as is reasonable, bearing in mind our duties and responsibilities.

We are provided with an unedited copy of the Register of Electors by the Registration Officer which is used in connection with electoral purposes only, and is held securely in our offices. We do not sell personal information to other organisations.

The Data Controller for your personal data is **Berwick upon Tweed Town Council and the officer responsible for this is the Town Clerk.**

How we use your information

We will only use any personal information you send us for the purposes for which you provide it.

We use your personal information in the following ways:

- to process inquiries and applications
- to provide services to residents including sending you information about current and future services. This includes notices of Council meetings, agendas and minutes and any future newsletter if you request them
- to allow other organisations to provide services to residents if this is essential to dealing with your request
- to assist us with planning and improving our services if you consent to our doing so. We may contact you ourselves or ask an outside agency to do so on our behalf. This may be done as part of our preparation of the Neighbourhood Plan
- to produce aggregated statistical information, including data for monitoring equality of opportunity
- to collect or process payments

Information sharing

We may share information with other local authorities or the emergency services where we consider that this would be necessary or helpful. We would seek your explicit consent to this other than where such sharing is considered necessary in an emergency or for health and safety reasons.

If you write to us, your name and the content of your letter will be in the public domain unless you make it clear you do not wish it to be and we are able to justify confidentiality under the relevant legislation. This is very unlikely to be the case in planning matters.

Your contact details may be passed to a third party to conduct a survey or assess the quality of our services. This could be undertaken as part of a community or neighbourhood planning process but we will give you notice and seek your consent before undertaking a survey for these purposes. Your details will only be used for that purpose and then be deleted.

If you are in debt to us, we may give other people information for the purpose of recovering the debt. Your information may also be used to detect and prevent fraud in respect of public funding and we may release information to the police and other law enforcement agencies for the purpose of crime prevention and detection if required to do so.

Transfer of data outside the European Economic Area

The Council will only transfer your personal information outside the European Economic Area where necessary safeguards have been secured.

How long do we keep data

We will publish on our website any changes we make to our data protection/information management policies and notify you by other communication channels where appropriate.

Where you exercise your right to removal of your personal data, we will continue to maintain a core set of personal data to ensure we do not contact you inadvertently in future. We may also need to retain some financial records about you for statutory purposes.

Protecting your information

We have a Data Protection and Privacy Policy. This defines our commitments and responsibilities to your privacy and covers a range of information and technology security areas.

- Information will be protected against unauthorised access.
- Confidentiality of information will be assured.
- Integrity of information will be maintained.
- Regulatory and legislative requirements will be met.
- Information security training will be available to all staff.
- All breaches of information security, actual or suspected, will be reported to, and investigated by the Information Commissioner.

How can I access the information you hold about me?

You are entitled to know what personal information the Council holds about you and how that information is processed. You are entitled to ask for your personal data to be corrected where you believe it is inaccurate. You are entitled to withdraw your consent to the processing of your personal data by the Council. However, if the processing is necessary to provide you with the service (or information) you have requested, then withdrawal may mean that you will not receive that service or information. We will make it clear if this is the case and discuss your concerns directly with you before we stop processing your data.

Any requests for further information can be made to:

The Town Clerk

Berwick-upon-Tweed Town Council, Berwick WorkSpace, Boarding School Yard, 90 Marygate, Berwick-upon-Tweed. TD15 1BN; email: Town.Clerk@berwick-tc.gov.uk

If you are dissatisfied with the handling of your request or a complaint, you have the right to appeal to the Information Commissioner. There is no charge for making an appeal. The Commissioner can be contacted as follows:

The Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire. SK9 5AF

Telephone 01625 545745 or 0303 123 1113 (local rate) or email casework@ico.gov.uk

This policy

We will continually review and update this privacy notice to reflect changes in our services and feedback from service users, as well as to comply with changes in the law.

Report of the Town Clerk

Whistle Blowing Policy

As part of an effective system of internal control, the Council is required to have procedures in place for members of staff or councillors to be able to report, in total confidence, any evidence or suspicions of wrongdoing by others within their workplace or in the conduct of the council's business.

Hopefully you will never have the need to use these instructions. However if a situation does arise which causes you worry or concern, the procedures outlined below are designed to enable you to report to the right person who will know what to do next.

What to do and what not to do

First of all, don't worry. Instead, you should act in accordance with the instructions set out in this policy, which are designed to ensure that concerns are fully investigated before any appropriate action is taken.

These procedures are designed to give you the reassurance that all reported incidents will be properly and fully investigated. Whether a concern proves to be groundless or not, provided that you have acted in good faith and in the best interests of the Council when reporting your suspicions, there will be absolutely no adverse consequences for you. Some key principles are:

- You are not expected to know the precise nature of any wrongdoing, nor its extent.
- You are not authorised to carry out any investigation work on your own account to obtain evidence or confirm your suspicions.
- You should not confront any member of staff or councillor whom you suspect of any wrongdoing.

These arrangements are an important and integral part of the Council's control systems. All members of staff are given a copy of this policy and are expected to understand and comply with it.

Who you should contact

All staff should address their suspicions to the Clerk, who has ultimate responsibility for internal control of financial affairs and the conduct of the council's business. Contact may be made either by telephone or in writing to the Council offices with the envelope marked "Private and

Confidential - to be opened by addressee only". In the Clerk's absence such as annual leave, the matter should be referred to the Town Clerk's Line Management committee, if it is so urgent it cannot await the clerk's return.

If your suspicions involve the Clerk you should contact the the Town Clerk's Line Management committee. Depending on the nature of the suspicion, they will either take up the matter with the Clerk or contact the Council's Internal Auditors.

If your suspicions involve the conduct of an elected member, and you are not happy with the response you receive from the Town Clerk, please contact the Monitoring Officer of Northumberland County Council.

What happens next?

Once you have reported your suspicions, you should await acknowledgement. You should not discuss your suspicions with anyone in the meantime. You will always receive a written acknowledgment within 2 weeks. You may be requested to attend an interview, and this will be arranged in absolute privacy although you are entitled to bring a friend or representative. Please keep a copy of any report or item submitted. If you have not had any response from the Clerk within two weeks you should contact the Town Clerk's Line Management Committee. If you are not satisfied in any way with the initial response you have been given, for example if you are asked to do anything in connection with your suspicions, which you consider improper, or beyond the scope of your normal duties, you should contact the Town Clerk's Line Management committee.

If your concerns involve the Clerk, and your initial contact with the Town Clerk's Line Management Committee does not provide an appropriate response, please contact the Mayor, who will arrange for your concerns to be heard by a closed session of council.

You are not expected to form any judgment about your concerns. The responsibility of every employee is primarily to notify one (or more if you wish) of the contacts named above, who will know what further procedures will need to be taken.

The Legal Position

The Public Interest Disclosure Act 1998 gives statutory protection to any employee who, with "reasonable belief", discloses information suggesting that a criminal offence has been committed or that there has been a failure to comply with any legal obligation, or that such facts are being deliberately concealed. The disclosure must be made to the employer's representatives, as directed in this memorandum unless there are exceptional circumstances for not doing so. Further guidance may be obtained from the council's internal and external auditors, whose details are published on the website.

BERWICK-UPON-TWEED TOWN COUNCIL

Council
Item 17
Appendix L
Wednesday, 16 May 2018

LIST OF MEETINGS 2018 – 2019

(Please see notes at end of document)

	MEETING	DATE	TIME	VENUE
May 2018				
1.	ANNUAL TOWN MEETING	Monday, 14 May	6.00pm	Town Hall (Guildhall)
2.	Annual Meeting of Council	Wednesday, 16 May	6.00pm	Town Hall (Council Chamber)
3.	Mayor Making Ceremony	Wednesday, 23 May	6.00pm	Town Hall (Council Chamber)
June 2018				
4.	Local Services	Monday, 4 June	6.30pm	Town Hall (Ante room)
5.	People and Communities	Tuesday, 5 June	6.30pm	Town Hall (Ante room)
6.	Budget and Administration	Monday, 11 June	6.30pm	Town Hall (Ante room)
7.	Planning	Tuesday, 12 June	6 for 6.30pm	Town Hall (Ante room)
8.	Council	Monday, 25 June	6.00pm	Town Hall (Council Chamber)
July 2018				
9.	Local Services	Monday, 2 July	6.30pm	Town Hall (Ante room)
10.	People and Communities	Tuesday, 3 July	6.30pm	Town Hall (Ante room)
11.	Budget and Administration	Monday, 9 July	6.30pm	Town Hall (Ante room)

12.	Planning	Tuesday, 10 July	6 for 6.30pm	Town Hall (Ante room)
13.	Council	Monday, 23 July	6.00pm	Town Hall (Council Chamber)
August 2018				
14.	Local Services	Monday, 6 August	6.30pm	Town Hall (Ante room)
15.	People and Communities	Wednesday, 8 August	6.30pm	Town Hall (Ante room)
16.	Budget and Administration	Monday, 13 August	6.30pm	Town Hall (Ante room)
17.	Planning	Tuesday, 14 August	6 for 6.30pm	Town Hall (Ante room)
18.	Council	Tuesday, 28 August	6.30pm	Town Hall (Ante room)
September 2018				
19.	Local Services	Monday, 3 September	6.30pm	Town Hall (Ante room)
20.	People and Communities	Tuesday, 4 September	6.30pm	Town Hall (Ante room)
21.	Budget and Administration	Monday, 10 September	6.30pm	Town Hall (Ante room)
22.	Planning	Tuesday, 11 September	6 for 6.30pm	Town Hall (Ante room)
23.	Council	Monday, 24 September	6.00pm	Town Hall (Council Chamber)
October 2018				
24.	Local Services	Monday, 1 October	6.30pm	Town Hall (Ante room)
25.	People and Communities	Tuesday, 2 October	6.30pm	Town Hall (Ante room)
26.	Budget and Administration	Monday, 8 October	6.30pm	Town Hall (Ante room)
27.	Planning	Tuesday, 9 October	6 for 6.30pm	Town Hall (Ante room)
28.	Council	Monday, 22 October	6.00pm	Town Hall (Council Chamber)

November 2018				
29.	Local Services	Monday, 5 November	6.30pm	Town Hall (Ante room)
30.	People and Communities	Tuesday, 6 November	6.30pm	Town Hall (Ante room)
31.	Budget and Administration	Monday, 12 November	6.30pm	Town Hall (Ante room)
32.	Planning	Tuesday, 13 November	6 for 6.30pm	Town Hall (Ante room)
33.	Council	Tuesday, 27 November	6.00pm	Town Hall (Council Chamber)
December 2018				
34.	Budget and Administration	Monday, 3 December	6.30pm	Town Hall (Ante room)
35.	Local Services	Tuesday, 4 December	6.30pm	Town Hall (Ante room)
36.	Council	Monday, 10 December	6.00pm	Town Hall (Council Chamber)
37.	Planning	Tuesday, 11 December	6 for 6.30pm	Town Hall (Ante room)
January 2019				
38.	People and Communities (Budget Consultation)	Monday, 7 January	6.30pm	Town Hall (Council Chamber)
39.	Planning	Tuesday, 8 January	6 for 6.30pm	Town Hall (Ante room)
40.	Council (Budget)	Monday, 14 January	6.00pm	Town Hall (Council Chamber)
41.	Council	Monday, 28 January	6.00pm	Town Hall (Council Chamber)
February 2019				
42.	Local Services	Monday, 4 February	6.30pm	Town Hall (Ante room)
43.	People and Communities	Tuesday, 5 February	6.30pm	Town Hall (Ante room)
44.	Budget and Administration	Monday, 11 February	6.30pm	Town Hall (Ante room)

45.	Planning	Tuesday, 12 February	6.30pm	Town Hall (Ante room)
46.	Council	Monday, 25 February	6.00pm	Town Hall (Council Chamber)
March 2019				
47.	Local Services	Monday, 4 March	6.30pm	Town Hall (Ante room)
48.	People and Communities	Tuesday, 5 March		Town Hall (Ante room)
49.	Budget and Administration	Monday, 11 March	6.30pm	Town Hall (Ante room)
50.	Planning	Tuesday, 12 March	6 for 6.30pm	Town Hall (Ante room)
51.	Council	Monday, 25 March	6.00pm	Town Hall (Council Chamber)
April 2019				
52.	Local Services	Monday, 1 April	6.30pm	Town Hall (Ante room)
53.	People and Communities	Tuesday, 2 April	6.30pm	Town Hall (Ante room)
54.	Budget and Administration	Monday, 8 April	6.30pm	Town Hall (Ante room)
55.	Planning	Tuesday, 9 April	6 for 6.30pm	Town Hall (Ante room)
56.	Council	Tuesday, 23 April	6.00pm	Town Hall (Council Chamber)

NOTES

MEETING NO	COMMENT
15	Town Hall Booked on Tuesday, 7 August 2018.
18	Summer Bank Holiday falls on Monday, 27 August 2018.
33	Town Hall Booked on Monday, 26 November 2018.
40	Budget.
56	Easter Monday falls on Monday, 22 April 2019.
	We will retain the right to cancel meetings if there is no business.

Report of the Town Clerk

Forward Plan

Background

1. Council resolved to adopt a forward plan of council business in October 2016.
2. At that time council did not have committees, or any sense of structure to its work.
3. A considerable amount has changed in the intervening period.
4. It is therefore proposed to revise the layout and design of the Forward Plan, to incorporate separate tables for each committee, and to enable members to trace the line of progress of topics from committee to council, and vice versa, by providing links to associated business.
5. It remains the intention of your staff that, unless business is urgent, it should appear on the Forward Plan before being raised with committee or council.
6. Standing Orders, which were developed from a general set developed by NALC, specify a set of actions that should be undertaken as part of the AGM. It is proposed that the items listed at SO 5(e) xiii - xviii (listed at Appendix A of this report) be delegated to the Budget and Administration Committee with the power to make recommendations upon them to Council in July 2018.

Recommendations

1. That council make the delegations specified in 6. above, and
2. Agree to receive a Forward Plan for each committee at each meeting of council, and
3. Notes the report.

Appendix A

- i. Review of inventory of land and assets including buildings and office equipment;
- ii. Confirmation of arrangements for insurance cover in respect of all insured risks;
- iii. Review of the council's and/or staff subscriptions to other bodies;
- iv. Review of the council's complaints procedure;
- v. Review of the council's procedures for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998;
- vi. Review of the council's policy for dealing with the press/media; ...

Report of the Town Clerk

Terms of Reference of committees

The Budget and Administration Committee will have

- i. A duty to scrutinize the management of the council's finances and the conduct of the council's administration,
- ii. A duty to hear complaints from members of the public that the Proper Officer cannot resolve that are not referred to the Town Clerk / RFO Sub-Committee,
- iii. A duty to scrutinize the Correspondence Log,
- iv. A duty to scrutinize journal transactions and virements,
- v. A power to determine and approve the investment of reserves within the existing policy determined by council,
- vi. A power to consider which complaints or grievances should be considered by a sub-committee of three or more councillors, or, if the complaint concerns the Town Clerk, to refer it to the Town Clerk / RFO Sub-committee, and
- vii. A power to nominate which councillors should consider a complaint or grievance.

The Local Services Committee will have

- i. A duty to scrutinize the performance of environmental services work funded by the council,
- ii. A duty to scrutinize the maintenance of play parks and other facilities funded by the council,
- iii. A duty to scrutinize the provision of allotments,
- iv. A power to propose new play parks, allotments or other environmental facilities for consideration by council,
- v. A power to propose actions or policies designed to foster the regeneration of, or economic growth of, Berwick, and
- vi. Within existing budgets, a power to spend or grant such moneys as may be allocated for the purposes outlined above.

The People and Communities Committee will have

- i. A power to make grants, within existing budgets and grant schemes, to organizations benefitting Berwick,
- ii. A power to propose changes to any scheme of grants or grant awarding criteria, subject to the approval of council,
- iii. A power to make grants to enable events that benefit the people of Berwick, from a list of events approved by council and within existing budget provision,
- iv. A power to work with local organizations to foster relationships that further the council's objectives,
- v. A duty to scrutinize the council's work in relation to its duties under the Equalities Act, and
- iv. A power to make proposals to council as to the organization and promotion of events or activities that benefit Berwick.

The Planning Committee will have

- i. A power to consider and make decisions as to the council's response to development proposals in Berwick upon Tweed,
- ii. A power to consider and make decisions on matters analogous to development control, such as tree preservation orders and rights of way issues, and
- iii. A power to consider and make recommendations as to planning policy.

Town Clerk / RFO Sub-committee

Terms of Reference

That line management be given its ordinary meaning, and that members may consider any issues germane to the performance of the Town Clerk's duties under the existing contract of employment, and in addition

- a) to consider any complaints referred to it by the Budget and Administration Committee, and
- b) To consider any complaints referred to it by the Town Clerk because they believe it concerns the performance of their duties.

Membership of Committee

The line management committee for the Town Clerk (Town Clerk / RFO Sub-Committee) would be comprised of the Chair and Vice-Chair of the Budget and Administration Committee, and the Mayor.

APPOINTMENTS TO OUTSIDE BODIES 2018-2019

Name of Organisation	Representative/s in 17-18	Representative/s in 18-19	Term of Appointment
Berwick Community Trust	Cllr I Dixon		Annual
Berwick-upon-Tweed Corporation (Freemen) Trustees From November 2018	Cllr H Bettison Cllr I Dixon Cllr A Forbes Cllr K Graham Cllr G Roughead		1 year until 30th November 2019
Berwick Fair Trade	Cllr A Bowlas		Annual
Berwick in Bloom	Cllr A Gibson		Annual
Berwick Youth Project	Cllr A Forbes		Annual
Conservation Area Advisory Group	Cllr A Bowlas		Annual
Litter Prevention Champion	Cllr L Stephenson		
North Northumberland Voluntary Forum	Cllr L Stephenson		Annual
Northumberland Association of Local Councils (NALC) – County Committee	Cllr G Roughead		Annual

Northumberland Town and Parish Council Liaison Working Group	Chair / Vice Chair of the Council		Annual
Parks Steering Group	Cllr B Parkin		Annual
Riding of the Bounds Association	Cllr K Graham		Annual
St Aidans	Cllr L Stephenson		Annual
Sure Start Children's Board	Cllr L Stephenson		Annual
Tweedmouth Community Football Club	Cllr K Graham Cllr B Parkin		Annual

Report of the Responsible Financial Officer

Appointment of Internal Auditors - Full Procurement

Background

1. Financial Regulation 12 requires council to appoint Internal Auditors who are suitably skilled and experienced, and who are independent of the council.
2. The contract with our existing Internal Auditors is close to completion, and council needs to consider its internal audit needs for financial year 2018-19 and onwards.
3. Council needs to consider whether its internal audit arrangements are adequate, and reflect the way in which its business is conducted, including whether sampling of transactions and the setting of a programme of work should take place throughout the financial year.
4. Council is therefore invited to delegate to Budget and Administration Committee in June 2018 the power to approve a procurement exercise to appoint internal auditors, and to further delegate to that committee the power to nominate a panel of three councillors to advise the Town Clerk which Internal Auditors to recommend to council for appointment in September 2018.

Recommendation

1. To make the delegations proposed in 3 & 4 above, and to agree to receive the recommendation of the Town Clerk in September 2018.