

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

**Minutes of the Town Council Budget and Administration Committee Meeting held on Monday, 11 September 2017 at 6.30pm in the Town Hall, Marygate, Berwick-upon-Tweed**

### **PRESENT:**

Councillors:     A Forbes                                     (Chair)  
                      A Bowlas  
                      R Bruce  
                      B Douglas  
                      C Lewis

### **IN ATTENDANCE:**

G Davies, Town Clerk  
S Cozens, Assistant to the Clerk  
0 member of the public

### **OPEN SESSION**

There were no members of the public present.

#### **BA038/17       1. APOLOGIES FOR ABSENCE**

Apologies for absence were received from Cllrs A Gibson, G Roughead and G Smith.

#### **BA039/17       2. MINUTES OF THE LAST MEETING**

The minutes of the meeting held on Wednesday, 16 August 2017 were approved and signed as a correct record.

#### **BA040/17       3. DISCLOSURE OF INTERESTS**

There were no disclosures of interests.

#### **BA041/17       4. REQUEST FOR DISPENSATION**

There were no requests for dispensation.

#### **BA042/17       5. STAFFING REVIEW**

The Town Clerk introduced his report and explained that these steps were part of a process to enable the council to undertake an effective staffing review. At this point a councillor raised a number of issues illustrating what they described as a need to streamline communications, which the Town Clerk

confirmed the review would address.

After the debate, committee **RESOLVED** to approve the proposed staffing review on the motion of Cllr Bowlas, seconded by Cllr Lewis.

Committee then **RESOLVED** to approve the proposed Pay Profile measures on the motion of Cllr Bruce, seconded by Cllr Bowlas.

Committee then **RESOLVED** to approve the proposed measures to ensure an appropriate approach to gender profile within the workforce on the motion of Cllr Bowlas seconded by Cllr Bruce.

The Committee further **RESOLVED** to adopt the proposed measures of cost of being in business on the motion of Cllr Bowlas seconded by Cllr Bruce.

The Town Clerk confirmed that the adopted list of areas of work would include tourism and training.

**BA043/17**

#### **6. BUDGET**

The Town Clerk provided a verbal update as to the progress of the budget process, and confirmed that a budget briefing would be held before November's council meeting.

**BA044/17**

#### **7. NOTIFICATION OF PAYMENTS MADE BY BERWICK-UPON-TWEED TOWN COUNCIL**

Concerns were raised concerning chq number 101597 voucher number 16-086 and the Town Clerk confirmed that further information would be circulated to members and included with the minutes for the next meeting. It was then **RESOLVED** without division to note the schedule of payments. Members also indicated their view that the purchase of christmas trees for 2017 should be via as open a procurement process as possible.

**BA045/17**

#### **8. DATE OF NEXT MEETING**

The date of the next meeting would be Monday, 9 October 2017 at 6.30 pm.

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

**Minutes of the Town Council Budget and Administration Committee Meeting held on  
Wednesday, 16 August 2017 at 6.30pm in the Town Hall, Marygate, Berwick-upon-Tweed**

### **PRESENT:**

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

### **IN ATTENDANCE:**

G Davies, Town Clerk  
S Cozens, Assistant to the Clerk  
Cllr B Parkin  
Cty Cllr C Seymour  
2 member of the public.

### **OPEN SESSION**

There were no contributions during the open session.

#### **BA028/17       1. APOLOGIES FOR ABSENCE**

There were no apologies for absence.

**BA029/17**

**2. MINUTES OF THE LAST MEETING**

The minutes of the meeting held on Monday, 10 July 2017 were approved as a correct record on the motion of Cllr G Roughead, seconded by Cllr R Bruce.

**BA030/17**

**3. DISCLOSURE OF INTERESTS**

There were no disclosures of interests.

**BA031/17**

**4. REQUEST FOR DISPENSATION**

There were no requests for dispensation.

**BA032/17**

**5. INTERNAL AUDIT PLAN**

Members considered the options raised by the Town Clerk's report and **RESOLVED** to exercise their responsibilities concerning control of invoices and payments by receiving a detailed list of payments from which they could request further information.

**BA033/17**

**6. MEDIUM TERM FINANCIAL PLAN**

- i. Members **RESOLVED** to note the report, and to recommend council receive further reports on the level and usage of reserves.
- ii. The Committee **RESOLVED** to note the report.

**BA034/17**

**7. ASSETS REGISTER**

Members **RESOLVED** to note the update.

**BA035/17**

**8. BUDGET MONITORING**

Members **RESOLVED** to note the report.

**BA036/17**

**9. FINANCIAL REGULATIONS DISCUSSION**

Members indicated that they did not oppose the proposed new financial regulation.

**BA037/17**

**10. DATE OF NEXT MEETING**

The date of the next meeting would be Monday, 11 September 2017 at 6.30 pm.

## Appendix E

### Communications Plan

#### Background

1. Council has previously delayed bringing forward a communications plan in order to enable the strategic direction of the council to become clearer.
2. The likely time delay on the production of a strategic plan makes that position harder to hold.
3. Currently, the council uses the following channels to publicize its work; a website, Facebook, Twitter, and occasional press releases.
4. Council meetings are routinely reported in the Berwick Advertiser.
5. The development of a Communications Plan should spring from the Forward Plan, and should be focussed, at this stage, on publicizing the work of the council. There is insufficient resource available to do anything more than, essentially, reactive work that builds out of the council's activities.
6. It is therefore proposed that the Communications Plan, identifying significant reports or events involving the Town Council for the month to come, be circulated with the Forward Plan. Members would then be able to nominate any events in their community to be included within the comms plan.

#### Recommendation

1. That council indicate whether it finds this approach to communications planning acceptable.

## Appendix F

### REMEMBRANCE DAY EVENTS TAKING PLACE ON SUNDAY 12 NOVEMBER 2017

This year's Civic Service of Remembrance will take place at Berwick Parish Church at 9.45 am on Remembrance Day, Sunday 12 November.

The Service, during which the Town Mayor will lay a wreath, will be conducted by the Reverend Dennis Handley and the Reverend Doctor Adam Hood. Lord Joicey, Deputy Lieutenant, will represent the Lord Lieutenant of Northumberland.

At the close of the Service, the Civic Party, Clergy, Service units, Royal British Legion and other organisations will proceed to the War Memorial in Castlegate for the Royal British Legion Service of Remembrance, which will begin at 10.55 am. Parade Commander will be Captain Keith Marchant, of Berwick Detachment, Northumbria Army Cadet Force and the parade will be accompanied by the Berwick-upon-Tweed (Royal British Legion) Pipe Band.

Music at the War Memorial will be provided by the Berwick Concert Society Band.

Following the two minute silence at 11 am, local organisations will lay wreaths at the War Memorial, before the Civic Party and Clergy, followed by the Parade, move down Castlegate and Marygate to the Town Hall, where the Town Mayor, Councillor Gregah Roughead, will take the salute on the Town Hall steps.

The Mayor will also attend services and lay wreaths at Tweedmouth War Memorial, at 12.15 pm, and Spittal War Memorial at 12.45 pm.

The Civic Party will attend a 6 pm Evening Service at St Andrew's Wallace Green and Lowick Church Of Scotland, laying a wreath during the service on behalf of the people of Berwick-upon-Tweed, as part of the formal Act of Remembrance.



## Appendix G

| Date       | What decision is requested                        | Why does this decision need to be made    | Who requested it?                     | When does it need to be made? | Outcome                   |
|------------|---|---|---------------------------------------|-------------------------------|---------------------------|
| 25/11/2016 | To review allotment provision                     | Legislative compliance                    | TC                                    | Feb 2017                      | Ongoing<br>Local Services |
| 24/02/2017 | Christmas Lights for 2017-2018                    | To comply with Financial Regs             | Cllrs H Bettison, A Gibson & G McLean | 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                                    | July 2017                     |                           |
| 14/03/2017 | Future rail provision in north Northumberland     | Future planning of service                | TC                                    | June 2017                     |                           |
| 14/03/2017 | Future of Berwick Hospital                        | Future planning of service                | TC                                    | July 2017                     |                           |
| 17/03/2017 | Future of Five Arches Play Area                   | Future service planning                   | TC                                    | July 2017                     |                           |
| 17/03/2017 | Customer feedback / voice of the customer         | Service planning / performance management | TC                                    | July 2017                     |                           |
| 17/03/2017 | Potential land acquisitions / new play facilities | Future service planning                   | TC                                    |                               | Local Services            |
| 17/03/2017 | Operation London Bridge                           | Future service planning                   | TC / Local stakeholder                | July 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                     |                           |
| 27/03/2017 | Canadian Pipes and Drums                          | Event Planning                            | TC                                    |                               |                           |
| 28/04/2017 | New Grant Scheme                                  | Best practice                             | TC                                    | July 2017                     | People and Communities    |

| <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> |
|-------------|--|---|--------------------------|--------------------------------------|----------------|
| 19/05/2017  | Annual Report of the Standards Committee | For information                               | PO                       | July 2017                            |                |
| 19/05/2017  | Hoey Ainscough                           | Six month update                              | PO                       | June 2017                            |                |
| 05/06/2017  | Emergency planning / resilience          | National incidents                            | TC                       | July 2017                            |                |
| 16/06/2017  | Strategic Plan                           | Best practice                                 | TC                       | July 2017                            |                |
| 29/06/2017  | Green Dog Walkers                        | Best practice                                 | TC                       | July 2017                            |                |
| 20/07/2017  | NCC Community Chest                      | Best practice                                 | TC                       | August 2017                          |                |
| 25/07/2017  | Litter                                   | Concerns of resident                          | TC                       | August 2017                          |                |
| 25/07/2017  | Borderland initiative                    | Cross-border working                          | TC                       | August 2017                          |                |
| 28/07/2017  | Berwick Regeneration                     | Best practice                                 | TC                       | August 2017                          |                |
| 28/07/2017  | Barracks Project                         | Tender Process                                | TC                       | August 2017                          |                |
| 28/07/2017  | General Power Of Competence              | Best practice                                 | TC                       | September 2017                       |                |
| 15/09/2017  | Communication Plan                       | Best practice                                 | TC                       | October 2017                         |                |
| 15/09/2017  | Social Media Plan                        | Best practice                                 | TC                       | October 2017                         |                |
| 11/09/2017  | All Member Briefing on the Budget        | Best practice                                 | TC                       | November 2017                        |                |
| 09/10/2017  | Town Council Planning Process – a Guide  | Best practice                                 | TC                       | November 2017                        |                |
| 10/10/2017  | Community Led Housing                    | Benefit the community                         | TC                       | November 2017                        |                |
| 10/10/2017  | Hard To Reach Communities                | Equalities Act                                | TC                       | December 2017                        |                |
| 13/09/2017  | Open spaces review and strategy          | Best practice                                 | TC                       | 2018                                 |                |
| 13/09/2017  | Play review / strategy                   | Best practice                                 | TC                       | 2019                                 |                |



## Appendix H

### Forward Plan - Future Land Ownership Report

#### Background

1. Members will be aware that the Chair of the Budget and Administration Committee has, previously, with the support of the committee, requested a report on land ownership by the Town Council.
2. Members will be aware from reports circulated, both in confidence and in open session, before and after this request, of the lack of clear and comprehensive records of land transfers and covenants or conditions attached to those transfers.
3. Members will also be aware, from numerous confidential reports, of continuing disputes between ourselves and another party who transferred land to us in 2012- 2014.
4. The Town Clerk has in effect postponed compiling the report requested:
  - a. Because of the pressure of other work, and
  - b. Because a Without Prejudice letter has been sent to the other party insisting they prove their claim, which would require them to produce the original transfer documents and deeds their claim must rely on. The evidence in this case would be useful in understanding the likelihood of any similar claims from the same source succeeding in relation to other land.
5. The progress of this issue, which might result in litigation, has been regularly reported to council and through copy correspondence to councillors.
6. A councillor has now asserted that the failure to produce the report is a failure of the Town Clerk to obey the directions of a committee.
7. The Town Clerk estimates that the work required to satisfy all the research requirements of the report, some of which arise from our own shoddy record keeping in the past, and some of which have been identified as a result of historical work undertaken by a diligent councillor, include a one day visit to the Land Registry at Durham, a day of report writing, and expenses and fees in excess of £200.

#### Issues

1. Council must decide whether to direct the Town Clerk to bring forward the report to the next meeting of council, or to accept the Town Clerk's explanations of their actions.

## Appendix I

### Forward Planning and Agenda Setting

#### Background

1. Council adopted, after the Hoey Ainscough report, a process for agenda setting and forward planning that reflected the circumstances of a council which had only one committee, the Planning Committee, and which struggled to accommodate all its business on one council agenda.
2. Some councillors have expressed concerns that the current mechanism for setting agendas does not reflect their concerns.
3. The Town Clerk, in turn, has also expressed concerns about both the way in which the Forward Plan is currently working, and the reporting path for the forward plan.
4. The legal position is clear. Council cannot delegate to a committee the right to set agendas, since the final decision as to what appears on an agenda is that of the Town Clerk. However, council could recommend the formation of a working group, or an identified group of members who could advise the Town Clerk as to their priorities in agenda setting, with the notes of that working group being received by council under the Forward Plan heading on the agenda.

#### Recommendation

1. That council agree the formation of a Forward Plan Working Group, made up of the Mayor, and the chair and vice-chair of the Budget and Administration, Local Services and People and Communities Committee, to meet on the Monday before the issue of papers for each meeting of full council.

Date: 29/09/2017  
Time: 15:54

Berwick upon Tweed Town Council Current Year Page 1  
Barclays Current A/c  
List of Payments made between 07/09/2017 and 29/09/2017

| Date Paid      | Payee Name                    | Reference | Amount Paid | Authorized Ref | Transaction Detail      |
|----------------|-------------------------------|-----------|-------------|----------------|-------------------------|
| 07/09/2017     | SLCC                          | 101606    | 78.40       |                | 123564 - book           |
| 07/09/2017     | Wheeleigh Clean               | 101607    | 251.00      |                | - bus shelter cleaning  |
| 07/09/2017     | Viking                        | 101608    | 52.69       | 17-043         | 451996 - stationery     |
| 07/09/2017     | Timpsons                      | 101609    | 82.95       | 17-046/8       | 26 & 29 - engraving     |
| 07/09/2017     | Capital Solutions             | 101610    | 77.30       |                | 125506 - photocopies    |
| 07/09/2017     | Northern Lab                  | 101611    | 120.00      |                | 2851 - IT support       |
| 07/09/2017     | Northumberland County Council | 101612    | 7064.20     |                | 147680 - salaries       |
| 07/09/2017     | Nthmbl Ass of Local Councils  | 101614    | 100.00      |                | 162 - costs             |
| 07/09/2017     | Broxap                        | 101615    | 1020.00     | 17-044         | 215742 - bins           |
| 07/09/2017     | GA Thopmson                   | 101616    | 588.28      | 17-037         | - seat repairs          |
| 07/09/2017     | Iain Greive                   | 101617    | 110.92      | 17-041         | 4449 - alloment maint.  |
| 07/09/2017     | Crawfords Joinery             | 101618    | 660.00      | 17-026         | 8758 - seats            |
| 07/09/2017     | Grant Recipient               | 101619    | 2000.00     | CO52/17        | Events Grant            |
| 07/09/2017     | Playdale Playgrounds LTD      | 101620    | 60.35       | 17-039         | 28452 - spares          |
| 07/09/2017     | PJ Brown                      | 101613    | 1382.90     | 17-001 & 9     | 7786 & 8351 repairs     |
| 07/09/2017     | Google Ireland Ltd            | DD        | 69.30       |                | xx76-4 - gsuite         |
| 20/09/2017     | SLCC                          | 101681    | 0.00        |                | cancelled cheque        |
| 20/09/2017     | Grant Recipient               | 101682    | 1273.05     |                | Literary festival grant |
| 20/09/2017     | Firzpatrick Woolmer           | 101683    | 920.40      | 17-029         | 51646 - leaflet holders |
| 20/09/2017     | AA Media                      | 101684    | 1478.40     | 17-020         | road signs              |
| 20/09/2017     | Tweed Landscapes              | 101685    | 668.16      | 17-012         | 3428 - repairs          |
| 20/09/2017     | Grant Recipient               | 101686    | 4000.00     |                | Grant                   |
| 20/09/2017     | Northumberland County Council | 101687    | 7158.55     |                | 148582 - salaries       |
| 20/09/2017     | Zurich Municipal              | 101688    | 5625.56     |                | 27828842 - insurance    |
| 21/09/2017     | Barclays A/c No 2             | transfer  | 500.00      |                | restore balance         |
| 22/09/2017     | NEST                          | DD        | 501.63      |                | 94798201 - pension      |
| 25/09/2017     | SSE                           | DD        | 54.25       |                | 0005 - electricity      |
| Total Payments |                               |           | 35898.29    |                |                         |

**Berwick upon Tweed Town Council Current Year  
Barclays Current A/c  
Payments made between 07/09/2017 and 29/09/2017: Listed by Supplier**

|                               | Date       | Payment Reference | Payment Detail          | Net Amount | VAT Amount | Total Amount |
|-------------------------------|------------|-------------------|-------------------------|------------|------------|--------------|
| AA Media                      | 20/09/2017 | 101684            | road signs              | 1232.00    | 246.40     | 1478.40      |
| Barclays A/c No 2             | 21/09/2017 | transfer          | restore balance         | 500.00     | 0.00       | 500.00       |
| Broxap                        | 07/09/2017 | 101615            | 215742 - bins           | 850.00     | 170.00     | 1020.00      |
| Capital Solutions             | 07/09/2017 | 101610            | 125506 - photocopies    | 64.42      | 12.88      | 77.30        |
| Crawfords Joinery             | 07/09/2017 | 101618            | 8758 - seats            | 550.00     | 110.00     | 660.00       |
| Firzpatrick Woolmer           | 20/09/2017 | 101683            | 51646 - leaflet holders | 767.00     | 153.40     | 920.40       |
| GA Thopmson                   | 07/09/2017 | 101616            | - seat repairs          | 588.28     | 0.00       | 588.28       |
| Google Ireland Ltd            | 07/09/2017 | DD                | xx76-4 - gsuite         | 69.30      | 0.00       | 69.30        |
| Grant Recipient               | 07/09/2017 | 101619            | Events Grant            | 2000.00    | 0.00       | 2000.00      |
|                               | 20/09/2017 | 101686            | Events Grant            | 4000.00    | 0.00       | 4000.00      |
|                               | 20/09/2017 | 101682            | Literary festival grant | 1273.05    | 0.00       | 1273.05      |
|                               |            |                   |                         | 7273.05    | 0.00       | 7273.05      |
| Iain Greive                   | 07/09/2017 | 101617            | 4449 - alloment maint.  | 92.43      | 18.49      | 110.92       |
| NEST                          | 22/09/2017 | DD                | 94798201 - pension      | 501.63     | 0.00       | 501.63       |
| Northern Lab                  | 07/09/2017 | 101611            | 2851 - IT support       | 100.00     | 20.00      | 120.00       |
| Northumberland County Council | 07/09/2017 | 101612            | 147680 - salaries       | 7063.80    | 0.40       | 7064.20      |
|                               | 20/09/2017 | 101687            | 148582 - salaries       | 7158.15    | 0.40       | 7158.55      |
|                               |            |                   |                         | 14221.95   | 0.80       | 14222.75     |
| Nthmbld Ass of Local Councils | 07/09/2017 | 101614            | 162 - costs             | 100.00     | 0.00       | 100.00       |
| PJ Brown                      | 07/09/2017 | 101613            | 7786 & 8351 repairs     | 1152.42    | 230.48     | 1382.90      |
|                               |            |                   |                         | 1152.42    | 230.48     | 1382.90      |
| Playdale Playgrounds LTD      | 07/09/2017 | 101620            | 28452 - spares          | 50.29      | 10.06      | 60.35        |

|                  | Date       | Payment Reference | Payment Detail         | Net Amount | VAT Amount | Total Amount |
|------------------|------------|-------------------|------------------------|------------|------------|--------------|
| SLCC             | 07/09/2017 | 101606            | 123564 - book          | 77.60      | 0.80       | 78.40        |
|                  | 20/09/2017 | 101681            | cancelled cheque       | 0.00       | 0.00       | 0.00         |
|                  |            |                   |                        | 77.60      | 0.80       | 78.40        |
| SSE              | 25/09/2017 | DD                | 0005 - electricity     | 51.67      | 2.58       | 54.25        |
| Timpsons         | 07/09/2017 | 101609            | 26 & 29 - engraving    | 69.13      | 13.82      | 82.95        |
| Tweed Landscapes | 20/09/2017 | 101685            | 3428 - repairs         | 668.16     | 0.00       | 668.16       |
| Viking           | 07/09/2017 | 101608            | 451996 - stationery    | 43.91      | 8.78       | 52.69        |
| Wheeleigh Clean  | 07/09/2017 | 101607            | - bus shelter cleaning | 251.00     | 0.00       | 251.00       |
| Zurich Municipal | 20/09/2017 | 101688            | 27828842 - insurance   | 5625.56    | 0.00       | 5625.56      |

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**PRESENT:**

Councillors: A Forbes (Chair)  
R Bruce  
B Douglas  
A Gibson  
G Roughead  
G Smith

**IN ATTENDANCE:**

G Davies, Town Clerk  
S Cozens, Assistant to the Clerk  
0 member of the public

**OPEN SESSION**

There were no members of the public present.

**BA046/17 1. APOLOGIES FOR ABSENCE**

Apologies for absence were received from Cllrs A Bowlas and C Lewis.

**BA047/17 2. MINUTES OF THE LAST MEETING**

The minutes of the meeting held on Monday, 11 September 2017 were approved and signed as a correct record.

**BA048/17 3. DISCLOSURE OF INTERESTS**

There were no disclosures of interests.

**BA049/17 4. REQUEST FOR DISPENSATION**

There were no requests for dispensation.

**BA050/17**      **5. EXTERNAL AUDIT**

It was **RESOLVED** to note the receipt of the confirmation of completion of the External Audit report.

**BA051/17**      **6. PHOTOCOPIER**

It was **RESOLVED**, on the motion of Cllr Gibson, seconded by Cllr Forbes, to recommend to council the option of purchasing a new photocopier / MFD with an extended warranty or guarantee, and consumables to be purchased on the open market.

**BA052/17**      **7. TELEPHONE SYSTEM**

It was **RESOLVED** on the motion of Cllr Gibson, seconded by Cllr Bruce, to recommend to council that the quote be accepted, and that authority be delegated to the Town Clerk to purchase the system in question.

**BA053/17**      **8. NOTIFICATION OF PAYMENTS MADE BY BERWICK-UPON-TWEED TOWN COUNCIL**

Members received an update from the Town Clerk concerning a payment queried at the previous meeting, and requested further details about payment references 101616, 101617, 101618, and 101685. It was then **RESOLVED** without division to note the schedule of payments.

**BA054/17**      **9. DATE OF NEXT MEETING**

The date of the next meeting would be Monday, 13 November 2017 at 6.30 pm.

**BERWICK-UPON-TWEED TOWN COUNCIL**

**Minutes of the Town Council People and Communities Committee Meeting held on Monday, 02 October 2017 at 6.30pm in the Town Hall, Marygate, Berwick-upon-Tweed**

**PRESENT:**

Councillors: K Graham (Chair)  
R Bruce  
I Dixon  
B Douglas  
G Roughead  
L Stephenson

**IN ATTENDANCE:**

G Davies, Town Clerk  
S Cozens, Assistant to the Clerk  
Cllr G Smith  
2 members of the public.

**OPEN SESSION**

One member of the public spoke, urging caution with regard to working with hard to reach communities, lest council try to run before it could walk.

**PC022/17**

**1. APOLOGIES FOR ABSENCE**

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



**PC023/17**      **2. MINUTES OF THE LAST MEETING**

The minutes of the meeting held on Tuesday, 5 September 2017 were agreed and signed as a correct record.

**PC024/17**      **3. DISCLOSURE OF INTERESTS**

There were no disclosures of interests.

**PC025/17**      **4. REQUEST FOR DISPENSATION**

There were no requests for dispensation.

**PC026/17**      **5. HARD TO REACH COMMUNITIES**

The report having been introduced by the Town Clerk, it was **RESOLVED**, on the motion of Cllr Roughead, seconded by Cllr Bruce that as regards engagement with hard to reach communities, council should work via residents groups and user groups where they exist. Committee also **RESOLVED** to recommend to council that, where sufficient data is not already held by partner organizations such as Northumberland County Council, it consider using targeted research intended to identify whether we need to do more to fulfill our duties under the Equalities Act, and to recommend that Council delegate to the Town Clerk authority to commission such research provided it does not cost more than £1000, to be allocated from existing underspends or general reserves.

**PC027/17**      **6. COMMUNITY LED HOUSING**

It was **RESOLVED** on the motion of Cllr Roughead, seconded by Cllr Graham, to request that the Town Clerk arrange a presentation on this topic to a future meeting of council.

**PC028/17**      **7. DATE OF NEXT MEETING**

The date of the next meeting would be Monday, 6 November 2017 at 6.30 pm.

# Section 1 – Annual governance statement 2016/17

We acknowledge as the members of:

Enter name of smaller authority here:

**BERWICK-UPON-TWEED Town Council**

our responsibility for ensuring that there is a sound system of internal control, including the preparation of the accounting statements. We confirm, to the best of our knowledge and belief, with respect to the accounting statements for the year ended 31 March 2017, that:

|   | Agreed |     | 'Yes' means that this smaller authority:  |
|---|--------|-----|---|
|   | Yes    | No* |   |
| 1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.  | ✓      |     | prepared its accounting statements in accordance with the Accounts and Audit Regulations.   |
| 2. We maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.   | ✓      |     | made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.   |
| 3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and proper practices that could have a significant financial effect on the ability of this smaller authority to conduct its business or on its finances. | ✓      |     | has only done what it has the legal power to do and has complied with proper practices in doing so.   |
| 4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.   | ✓      |     | during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.   |
| 5. We carried out an assessment of the risks facing this smaller authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.  | ✓      |     | considered the financial and other risks it faces and has dealt with them properly.   |
| 6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.  | ✓      |     | arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority. |
| 7. We took appropriate action on all matters raised in reports from internal and external audit.  | ✓      |     | responded to matters brought to its attention by internal and external audit.   |
| 8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this smaller authority and, where appropriate have included them in the accounting statements.                               | ✓      |     | disclosed everything it should have about its business activity during the year including events taking place after the year-end if relevant.   |
| 9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.                             | Yes    | No  | NA  |
|   |        |     | has met all of its responsibilities where it is a sole managing trustee of a local trust or trusts.   |

This annual governance statement is approved by this smaller authority on:

**20/06/2017**

and recorded as minute reference:

**CO34/17**

Signed by Chair at meeting where approval is given:

**[Signature]**

Clerk:

**[Signature]**

\*Note: Please provide explanations to the external auditor on a separate sheet for each 'No' response. Describe how this smaller authority will address the weaknesses identified.

# Section 2 – Accounting statements 2016/17 for

Enter name of smaller authority here:

RESTATE  
BERWICK-UPON-TWEED

|   | Year ending        |                    | Notes and guidance  |
|---|--------------------|--------------------|---|
|   | 31 March 2016<br>£ | 31 March 2017<br>£ |   |
| 1. Balances brought forward   | 368 218            | 413 823            | Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.  |
| 2. (+) Precept or Rates and Levies  | 218 200            | 251 000            | Total amount of precept (or for IDBs, rates and levies) received or receivable in the year. Exclude any grants received.  |
| 3. (+) Total other receipts   | 206 003            | 201 331            | Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.   |
| 4. (-) Staff costs  | 98 523             | 64 013             | Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and employment expenses.   |
| 5. (-) Loan interest/capital repayments   | NONE               | NONE               | Total expenditure or payments of capital and interest made during the year on the smaller authority's borrowings (if any).  |
| 6. (-) All other payments   | 280 075            | 402 507            | Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).  |
| 7. (=) Balances carried forward   | 413 823            | 399 634            | Total balances and reserves at the end of the year. Must equal (1+2+3) – (4+5+6)  |
| 8. Total value of cash and short term investments                                   | 401 107            | 469 273            | The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – <b>To agree with bank reconciliation.</b>                                |
| 9. Total fixed assets plus long term investments and assets                         | 766 176            | 873 440            | This cell shows the value of all the property the authority owns. It is made up of its fixed assets and long-term investments.  |
| 10. Total borrowings  | NONE               | NONE               | The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).  |
| 11. (For Local Councils Only) Disclosure note re Trust funds (including charitable) | Yes                | No                 | The Council acts as sole trustee for and is responsible for managing Trust funds or assets.<br>N.B. The figures in the accounting statements above do not include any Trust transactions. |
|   |                    | ✓                  |   |

I certify that for the year ended 31 March 2017 the accounting statements in this annual return present fairly the financial position of this smaller authority and its income and expenditure, or properly present receipts and payments, as the case may be.

Signed by Responsible Financial Officer:

Date

19/6/2017

I confirm that these accounting statements were approved by this smaller authority on:

20/6/2017

and recorded as minute reference:

C030/17

Signed by Chair at meeting where approval is given:

# Section 3 – External auditor report and certificate

In respect of:

Enter name of smaller authority here:

BERWICK upon TWEEDE TOWN COUNCIL

## 1. Respective responsibilities of the body and the auditor

This smaller authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The smaller authority prepares an annual return in accordance with proper practices which:

- summarises the accounting records for the year ended 31 March 2017; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

Our responsibility is to review the annual return in accordance with guidance issued by the National Audit Office (NAO) on behalf of the Comptroller and Auditor General (see note below). Our work does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and does not provide the same level of assurance that such an audit would do.

## 2. 2016/17 External auditor report

(Except for the matters reported below)\* on the basis of our review of the annual return, in our opinion the information in the annual return is in accordance with proper practices and no other matters have come to our attention giving cause for concern that relevant legislative and regulatory requirements have not been met. (\*delete as appropriate).

(continue on a separate sheet if required)

Other matters not affecting our opinion which we draw to the attention of the smaller authority:

Please see enclosed report

(continue on a separate sheet if required)

## 3. 2016/17 External auditor certificate

We certify/~~do not certify~~\* that we have completed our review of the annual return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2017.

\* We do not certify completion because:

External auditor signature

*[Signature]*

External auditor name

DDO LLP Scotland  
United Kingdom

Date

29/9/17

Note: The NAO issued guidance applicable to external auditors' work on 2016/17 accounts in Auditor Guidance Note AGN/02. The AGN is available from the NAO website ([www.nao.org.uk](http://www.nao.org.uk))



ISSUES ARISING REPORT FOR  
Berwick-upon-Tweed Town Council  
Audit for the year ended 31 March 2017

## Introduction

The following matters have been raised to draw items to the attention of Berwick-upon-Tweed Town Council. These matters came to the attention of BDO LLP during the review of the annual return for the year ended 31 March 2017. This report must be presented to a full meeting of the smaller authority for review.

The review of the annual return may not disclose all shortcomings of the systems as some matters may not have come to the attention of the auditor. For this reason, the matters raised may not be the only ones that exist.

The matters listed below are explained in further detail on the page(s) that follow;

- Internal Auditor's recommendations
-

The following issues have been raised as we have detected issues with the governance arrangements of the smaller authority. It is recommended that the smaller authority consider these matters and decide what action to take to improve the governance arrangements as soon as possible.

**Internal Auditor's recommendations**

*What is the issue?*

The internal auditor has made a few recommendations in respect to the internal controls/financial systems of the smaller authority.

*Why has this issue been raised?*

The smaller authority is exposed to the risks associated with these weaknesses.

*What do we recommend you do?*

The smaller authority must implement the recommendations made by the internal auditor to improve the financial systems of the smaller authority as soon as possible or in any event before the end of the current financial year.

If the smaller authority addresses all the issues raised by the internal auditor the smaller authority should improve internal controls which will help to prevent and detect error and fraud and assist the smaller authority to operate in an effective and efficient manner.

Further guidance on this matter can be obtained from the following source(s):

Governance and Accountability in Local Councils in England - A Practitioners' Guide, NALC/SLCC

**No other matters came to our attention.**

For and on behalf of  
BDO LLP

Date: 29 September 2017

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**Report to the Councillors on our findings over the internal audit  
for the financial year ended 31 March 2017**

**Ryecroft Glenton**  
Chartered Accountants

**June 2017**

**Please note:  
This document is for internal use only.  
It must not be made publicly available or posted onto any website.**



The Councillors  
Berwick upon Tweed Town Council  
Room 211  
Berwick Workspace  
Boarding School Yard  
90 Marygate  
Berwick upon Tweed  
TD15 1BN

1 June 2017

Dear Sirs

**Internal Audit Summary Report for the year ended 31 March 2017**

The internal audit of the Town Council for the year ended 31 March 2017 is substantially complete, subject to the reporting of our findings with the Councillors'.

The primary purpose of this Internal Audit Summary Report ("the report") is to summarise our principal findings relating to the work carried out in relation to the operating practices of the Town Council with a view to making recommendations where appropriate for improvement of the efficiency and effectiveness of those practices over the twelve month period to 31 March 2017.

This report covers a review of the following areas:

- The maintenance of the **accounting records**;
- Financial regulations in relation to the Council's annual **expenditure**;
- The Councils **budgetary process**;
- **Completeness** of expected **income**;
- Processes around **petty cash payments**;
- **Approval of salaries** and allowances to members;
- The maintenance of **asset registers**;
- Processes around periodic and year end **bank reconciliations**; and
- Preparation of the **financial statements** and the **accounting basis** of the Town Council.

We would like to take this opportunity of thanking the Finance Officer for his efficient assistance during the course of our internal audit.

Yours faithfully

**Ryecroft Glenton**

Chartered Accountants and Statutory Auditor  
32 Portland Terrace, Newcastle upon Tyne, NE2 1QP

**Berwick upon Tweed Town Council**  
**Report to the Councillors**  
**On the internal audit for the twelve month period to 31 March 2017**

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# **Berwick upon Tweed Town Council**

## **Report to the Councillors**

### **On the internal audit for the twelve month period to 31 March 2017**

---

#### **Section 1: Executive summary**

We attended the offices of the Berwick upon Tweed Town Council ("the Town Council") for our 2017 internal audit fieldwork on 23 May 2017. The purpose of the visit was to provide the Councillors with independent assurance that:

- the Town Council is operating financial internal control practices effectively; and
- to ensure that the Town Council is maintaining an appropriate system of risk management;

At this visit, with the agreement of the Councillors, we specifically examined the procedures and controls around the following areas;

- accounting records;
- payments;
- risks assessments;
- budgetary processes;
- income;
- petty cash;
- salaries;
- asset registers;
- bank account reconciliations; and
- preparation of accounting statements and the basis of accounting.

Overall we have satisfied ourselves with the standard of the accounting records and internal controls throughout the accounting period to 31 March 2017, and have been able to sign the Annual Internal Audit Report 2016/17 with no exceptions that would require us to carry out additional further work.

However, we do recommend consideration over the issues and recommendations noted throughout this report; specifically;

- a. use of purchase orders and approval of low value expenditure;
- b. matching of purchase orders to purchase invoices, and verifying the arithmetic accuracy of invoices;
- c. recording of asset additions;
- d. recording and recognition of assets transferred to the Town Council at £nil value;
- e. potential adjustments required to correct duplication of assets in current and previous financial period;
- f. bank reconciliation differences to be promptly addressed;

# **Berwick upon Tweed Town Council**

## **Report to the Councillors**

### **On the internal audit for the twelve month period to 31 March 2017**

---

#### **Section 2: Scope of the internal audit**

The role of internal audit will involve the assessment of operating practices with a view to the improvement of their efficiency and effectiveness. It will include the review of your risk management procedures and your risk register, the evaluation of controls and testing to confirm that effective control procedures continue to operate.

Internal audit work will give priority to those areas that are significant in regulatory terms and which present the greatest commercial risk. Attention will also be paid to those systems that provide management information to enable the management of the Berwick upon Tweed Town Council's operations to make well-informed financial judgments.

It is the responsibility of the Town Council to maintain an appropriate system of risk management and internal control. It is the role of internal audit to appraise these systems and to report to the Councillors' on their effectiveness and continued operation.

An internal audit plan has been prepared in association of the requirements of the internal control objectives of the Annual Internal Report 2016/17 and agreed with the Councillors of the Berwick upon Tweed Town Council.

During our audit visits, we have carried out work designed to confirm that the Town Council's controls continue to work effectively and to assess the appropriateness and effectiveness of the controls in priority business areas identified by the risk review.

The work that we have undertaken will meet the standards established by the Institute of Internal Auditors and published in its professional guidance series.

#### **Internal control objectives:**

- a. Appropriate accounting records have been kept properly throughout the year;
- b. This small authority met its financial regulations, payments were supporting by invoices, all expenditure was approved and VAT was appropriately accounted for;
- c. This smaller authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.
- d. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate;
- e. Expected income was fully received, based on the correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for;
- f. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for;
- g. Salaries to employees and allowances to members were paid in accordance with this smaller authority's approvals, and PAYE and NI requirements were properly applied;
- h. Asset and investment registers were completed and accurately and properly maintained;
- i. Periodic and year end bank account reconciliations were properly carried out; and
- j. Accounting statements prepared during the year were prepared on the correct basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.

**Berwick upon Tweed Town Council  
Report to the Councillors  
On the internal audit for the twelve month period to 31 March 2017**

**Section 3: Summary and findings of detailed work done (including recommendation where appropriate)**

| Internal control objective and findings  | Councillors' response |
|--|-----------------------|
| <p><b>a. Appropriate accounting records have been kept properly throughout the year;</b></p> <p>The Town Council operates a computerised accounting system (Scribe 2000), as well as various other manual accounting reporting processes prepared based on the financial output of data from the computerised system – this is generally done via Microsoft Excel. The purpose of these additional reports to provide further detailed analysis of the summarised accounting information from Scribe 2000, in order to report to the Council's Committee.</p> <p>The Town Council operates a good filing system over its supplier invoices, with a clear audit trail to the cash book/accounting system, and through to payment; this is done via an internal "voucher number".</p> <p>Our findings, with the exception of the issue noted below, did not identify any concern over the accounting system and the state of the accounting records kept throughout the financial year.</p> <p><b>Scribe 2000</b></p> <p>We note that for the financial year 17/18 a new industry- specific accounting system is to be implemented, Omega (RBS Rialtas) which will offer greater flexibility and improved reporting options. In addition it was noted to us that following an update / roll forward to the 2015/16 financial year, the Balance Sheet report from the system no longer reports the tangible fixed assets held by the Town Council, therefore, resulting in assets of approximately £870k being omitted from the financial statements. The fixed assets have been manually entered onto the balance sheet as in 2015/2016.</p> <p><b>Recommendation</b></p> <p>The accounting system should record all assets belonging to the entity, at cost or valuation.</p> |                       |

**Berwick upon Tweed Town Council  
Report to the Councillors  
On the internal audit for the twelve month period to 31 March 2017**

**Section 3: Summary and findings of detailed work done (including recommendation where appropriate) – cont**

| Internal control objective and findings  | Councillors' response |
|--|-----------------------|
| <p><b>b. This small authority met its financial regulations, payments were supporting by invoices, all expenditure was approved and VAT was appropriately accounted for.</b></p> <p>We have reviewed the processes surrounding the Town Council's expenditure, in particular looking at the approval/authorisation processes over ordering and payment.</p> <p>Our review involved testing a sample of expenditure throughout the financial period from the stage of ordering through to the payment of the goods/service. Our testing identified the following:</p> <p><b>Purchase orders are not always prepared and/or completed.</b></p> <p><b>Issue</b></p> <p>We understand that, at times, this is not practically possible, for example: if orders are made away from the Town Council's office, it can result in the order being completed on receiving the invoice, which in turn is also seen as impracticable, and therefore, is not recommended by the Finance Officer, resulting in orders not been produced. The finance officer has advised that purchase orders are often raised retrospectively.</p> <p>We also identified that on the occasions that purchase orders are used, they are not fully completed, for example, the amounts and description of item ordered are not completed.</p> <p><b>Recommendation</b></p> <p>We would recommend the following:</p> <ul style="list-style-type: none"> <li>• purchase orders are produced prior to all goods and services being ordered, and fully completed for all expenditure;</li> </ul> |                       |

**Berwick upon Tweed Town Council  
Report to the Councillors  
On the internal audit for the twelve month period to 31 March 2017**

**Section 3: Summary and findings of detailed work done (including recommendation where appropriate) – cont**

| Internal control objective and findings   | Councillors' response |
|---|-----------------------|
| <p><b>Processes around purchase invoices were not always adhered to.</b><br/>Our understanding is that all purchase invoices received are "grid stamped" to confirm the following;</p> <ul style="list-style-type: none"> <li>a. Voucher number</li> <li>b. Cost centre</li> <li>c. Nominal code</li> <li>d. Method of payment</li> <li>e. Date paid</li> <li>f. Authorised by "two" council members</li> </ul> <p><b>Issue</b><br/>Our testing noted on a number of occasions that the required information was not always fully completed:</p> <ul style="list-style-type: none"> <li>• where purchase orders are produced, there was no evidence that these were agreed to the invoice;</li> <li>• that there was no evidence of arithmetic accuracy checks of invoices.</li> </ul> <p>However with the exception of the above:</p> <ul style="list-style-type: none"> <li>• all expenditure was verified to supporting invoice/receipt;</li> <li>• all expenditure appeared to be a legitimate expense; and</li> <li>• all expenditure appeared to be appropriately accounted for.</li> </ul> <p><b>Recommendation and Overall conclusion</b><br/>Overall the controls over expenditure appear adequate. We would, however again recommend that the use of the grid stamp is fully utilised as detailed above.<br/>We are aware that new financial regulations have been put in place, dated 9 May 2016, and we note that the above comments have been adopted.</p> |                       |

**Berwick upon Tweed Town Council  
Report to the Councillors  
On the internal audit for the twelve month period to 31 March 2017**

**Section 3: Summary and findings of detailed work done (including recommendation where appropriate) – cont**

| Internal control objective and findings   | Councillors' response |
|---|-----------------------|
| <p><b>c. This smaller authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.</b></p> <p>The Town Council has a continued obligation to assess, monitor, and manage what it sees as risk it is exposed to, as well as arranging to mitigate them.</p> <p>An in-depth review and exercise over risk assessment was carried out in 2015/ 2016, which consisted of a full review of the current risk register. This was not formally adopted until 2016/17.</p> <p>We understand that the councillors' have considered the risk assessment in the year and will update the risk assessment in 2017/2018 based upon new numerical methodology.</p> <p>The risk register is in place, which is considered to be a "key" tool of effective management. Our understanding is that it includes the following;</p> <ul style="list-style-type: none"> <li>• assessment of the objectives;</li> <li>• risks associated with these objectives;</li> <li>• assessment of risk (high, medium, low);</li> <li>• ways to mitigate risks identified; and</li> <li>• assessment of post mitigation risk.</li> </ul> <p>Conclusion</p> <p>From our review, we are satisfied that there appears to be in place an adequate consideration and monitoring of the Town Council's exposure to risks and the way in which it manages or mitigates them. We are confident that the Councillors' will continue to review the risk exposure of the Town Council.</p> |                       |
| <p><b>d. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.</b></p> <p>During our visit we discussed the precept setting, budgetary process and classification of reserves with the Finance Officer.</p> <p><b>Precept</b></p> <p>The Precept (also mentioned in e below), is based on the required level of income required to cover expenditure. During our visit and from a review of the minutes in the year we were able to agree the precept requirement requested from Northumberland County Council.</p>   |                       |



**Berwick upon Tweed Town Council  
Report to the Councillors  
On the internal audit for the twelve month period to 31 March 2017**

**Section 3: Summary and findings of detailed work done (including recommendation where appropriate) – cont**

| Internal control objective and findings  | Councillors' response |
|--|-----------------------|
| <p><b>Budgetary process</b></p> <p>Our understanding is that the annual budgets are prepared by the Finance Officer and presented to the Council Committee for review and approval.</p> <p>Throughout the year, the actual results, including a comparison to the previous year and to budget are reported at the Finance and Resource Committee meetings. Included in this review are explanations over any variances to budget.</p> <p><b>Reserves</b></p> <p>The Town Council has what would be seen as general and designated reserves (which are split between projects of the council). The Town Council appears to have a good and clear distinction over its reserves and has an adopted policy to have earmarked a level of reserves equal to approximately six months operating costs.</p> <p>Fixed assets have been included within the balance sheet at 31 March 2017.</p> <p>We have also commented further on the above omission in h. of this section.</p> <p><b>Conclusion</b></p> <p>Overall, with the exception noted on reserves above, we have not identified any issues and/or concerns over the precept, budgetary process and reserves of the Town Council.</p> |                       |

**Berwick upon Tweed Town Council  
Report to the Councillors  
On the internal audit for the twelve month period to 31 March 2017**

**Section 3: Summary and findings of detailed work done (including recommendation where appropriate) – cont**

| Internal control objective and findings  | Councillors' response |
|--|-----------------------|
| <p><b>e. Expected income was fully received, based on the correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for;</b></p> <p>We discussed with the Finance Officer all expected sources of budgeted income for the financial period and obtained supporting documentation to establish the expected amount of income for each source and verified that to the financial accounts to confirm completeness.</p> <p>We would note that the Schedule III monies we have not been able verify, as our understanding from the Finance Officer is that the Freemen Trust send a cheque to the Town Council with no supporting correspondence. We are aware that the Freemen Trust carries out a calculation in arriving at the amount that is paid over to the Town Council; however, as the Town Council do not hold a copy of this calculation, we have not been able to carry out verification on this particular source of income. We have agreed this receipt to the paying in book and bank statement.</p> <p>Overall, based on the work done, we are satisfied and can confirm;</p> <ul style="list-style-type: none"> <li>a. expected income was fully received;</li> <li>b. based on the expected value (completeness); and</li> <li>c. properly recorded and banked.</li> </ul> |                       |
| <p><b>f. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for</b></p> <p>Our testing consisted of reviewing the petty cash records and we can confirm the following;</p> <ul style="list-style-type: none"> <li>a. all payments were supported by receipts;</li> <li>b. all payments were approved; and</li> <li>c. VAT accounted for, where applicable.</li> </ul> <p>We have no exceptions to note in this area.</p>   |                       |

**Berwick upon Tweed Town Council  
Report to the Councillors  
On the internal audit for the twelve month period to 31 March 2017**

**Section 3: Summary and findings of detailed work done (including recommendation where appropriate) – cont**

| Internal control objective and findings  | Councillors' response |
|--|-----------------------|
| <p><b>g. Salaries to employees and allowances to members were paid in accordance with this smaller authority's approvals, and PAYE and NI requirements were properly applied</b></p> <p>The Town Council makes use of the services offered by Northumberland County Council ("NCC") in regards to administering its payroll requirements, as well as ensuring their obligations in regards to PAYE and NI is maintained, including meeting all statutory deadlines.</p> <p>The Town Council operates a monthly payroll. Our understanding is that NCC, once processing of the monthly payroll is complete, will invoice the Town Council for the gross monies in relation to that pay month to make the necessary payments.</p> <p>We are satisfied that all payments in relation to salaries were paid during the year, and invoice received from NCC. We have noted that two months did not include any evidence of the payment date.</p> <p>We have not been able to review the standing data of the Town Council's payroll due the outsourced operation, although from review of the new Financial Regulations that have been put in place from 9 May 2016, we are satisfied that the controls and procedures are adequate.</p> <p>We have not seen any evidence of non-compliance with PAYE and NI obligations or similar, and therefore have no exceptions to note in this area.</p> |                       |
| <p><b>h. Assets and investments registers were completed and accurate and properly maintained</b></p> <p><b>Investments</b></p> <p>The Town Council hold a significant amount of cash at the financial period end, approximately, £470k. The majority of this, we know is held separate to the main day to day current account in an interest deposit account.</p> <p>The councillors agreed in the Town Council in July 2016 to transfer £75k to two separate accounts, however the finance officer has advised that this proved difficult to do due to the inflexibility of the financial institutions in Berwick.</p> <p>The Councillors' have still not addressed the medium term financial plan as required in the regulations, they have declined to draw up a 3 year financial plan due to the on-set of local council elections.</p>   |                       |

**Berwick upon Tweed Town Council  
Report to the Councillors  
On the internal audit for the twelve month period to 31 March 2017**

**Section 3: Summary and findings of detailed work done (including recommendation where appropriate) – cont**

| Internal control objective and findings  | Councillors' response |
|--|-----------------------|
| <p><b>Assets</b></p> <p>The Town Council maintains a fixed asset register, which is regularly updated for all additions and disposals.</p> <p>From review of the asset register we are satisfied that;</p> <ul style="list-style-type: none"> <li>a. the register is complete and accurate; and</li> <li>b. is properly maintained.</li> </ul> <p><b>Recording of asset additions</b></p> <p>We do have continuing concerns over the recording of assets in the financial accounts. In the current year there have been additions to the value of £108,691. Additions are allocated and recognised in the income and expenditure account, as well as being added to the value of the assets. Our concern is that if this has been the treatment in previous years, then expenditure (in the income and expenditure account) has been overstated. Furthermore, as the assets are being separately recognised via the "adjustment" line within reserves, this would highlight duplication of such additions being acquired, i.e. recognised in both the balance sheet and in the income and expenditure account.</p> |                       |

**Berwick upon Tweed Town Council  
Report to the Councillors  
On the internal audit for the twelve month period to 31 March 2017**

**Section 3: Summary and findings of detailed work done (including recommendation where appropriate) – cont**

| Internal control objective and findings  | Councillors' response |
|--|-----------------------|
| <p><b>Assets transferred to the Town Council</b></p> <p>We understand that the assets transferred from the Council Town are included at a transfer value. Although we are unable to place a value on the assets transferred to the Town Council and assets purchased by the Town Council, we have set out below the correct classification, treatment and adjustments that would be required to correct the position on fixed assets;</p> <p><b>Current and prior year additions (purchased by the Town Council)</b> – adjustment to transfer expense from the income and expenditure account to fixed assets.</p> <p><b>Assets transferred to the Town Council</b> – value to be identified and shown as a “revaluation reserve”, rather than fixed assets, as is currently been shown.</p> <p><b>Previous years' additions (purchased by the Town Council)</b> – to identify such assets and make an adjustment to the income and expenditure account, removing the previously recognised assets purchased, i.e. to correct the previous duplication of expenses. This would result in a credit to expenses (reduction), as a one off adjustment, resulting in an increase in the surplus for the year.</p> <p><b>Recommendation</b></p> <p>With the exception of the issues noted above, we are satisfied with the maintenance of the asset register, and that it appears complete.</p> <p>We note that the asset registers do not include the replacement value for insurance purposes as in line with the financial regulations.</p> <p>Should you wish to discuss this further, please do let us know.</p> |                       |

**Berwick upon Tweed Town Council  
Report to the Councillors  
On the internal audit for the twelve month period to 31 March 2017**

**Section 3: Summary and findings of detailed work done (including recommendation where appropriate) – cont**

| Internal control objective and findings  | Councillors' response |
|--|-----------------------|
| <p><b>i. Periodic and year end bank account reconciliations were properly carried out</b></p> <p>We found that bank reconciliations have not been signed by the Finance Officer throughout the year. We also have identified that there has been a delay in the reconciliations being prepared due to difficulties in obtaining statements from the bank. This has been corrected by the end of the year. There have been differences of £248.47 on the reconciliations from 31 July 2016 to 31 December 2016, this was corrected in March 2017 and related to an administrative error.</p> <p><b>Recommendation</b></p> <p>Bank reconciliations have been performed on a regular basis (monthly) which is not in line with the Financial Regulations. We appreciate that this was due to the bank not providing statements on a timely basis.</p>   |                       |
| <p><b>j. Accounting statements prepared during the year were prepared on the correct basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded</b></p> <p>We would note the following:</p> <ul style="list-style-type: none"> <li>a. financial accounts are prepared using a computerised package, Scribe 2000, on a basis of income and expenditure, by the Finance Officer;</li> <li>b. the financial accounts, appears in agreement with the cash book, this has been confirmed via our testing on income and expenditure, to underlying records;</li> <li>c. the preparation, includes manual adjustments, consisting of: <ul style="list-style-type: none"> <li>i. reclassification adjustments; and</li> <li>ii. provision of accrued income and accruals.</li> </ul> </li> </ul> <p>The accounting statements are therefore properly prepared on an accruals basis.</p> |                       |

**Berwick upon Tweed Town Council  
Report to the Councillors  
On the internal audit for the twelve month period to 31 March 2017**

**Section 3: Summary and findings of detailed work done (including recommendation where appropriate) – cont**

| Internal control objective and findings  | Councillors' response |
|--|-----------------------|
| <p><b>Findings and recommendation</b></p> <p>It was identified that expenditure associated with a period overlapping the financial period was not being adjusted for, whereby prepaying an element of the expense; specifically, the annual insurance cost. This was discussed with the Finance Officer, who stated that as this has never been done. It has been noted that the external auditors are aware of this, and are satisfied to leave the treatment on a cash payment basis, which keeps the costs in the financial accounts representing an annual charge.</p> <p>We would recommend that this is considered for any future expenditure that may require deferring to a subsequent financial period.</p> |                       |

## Appendix D

### Berwick Stadium Trust

#### Background

1. Berwick Stadium Trust is a registered charity which exists to promote and develop the idea of a new, regional standard sports facility for Berwick and its surrounding area, to be developed on land at East Ord.
2. The project was announced late in 2016, with support from groups such as Berwick upon Tweed Chamber of Trade, but, crucially, without support from Northumberland County Council.
3. The Town Clerk met with representatives of the Trust at the recent public meeting regarding Five Arches, and agreed to a further meeting which has since taken place.
4. The proposals are significant, complex and have widespread ramifications; the development of a new stadium capable of hosting Scottish League standard football, for instance would require strong partnership working with Berwick Rangers FC, and the capacity of the proposed development would include all weather pitches capable of being used by other local clubs.
5. Turning a concept into a deliverable project is a lengthy process, and requires funding at each stage. For this project the next phase is to gather an idea of the likely cost of the entire scheme to better enable funders and partners to understand whether the scheme is deliverable. Private sector funding for one third of the cost of this work has been identified, and council is asked to consider whether it will consider a one off payment of up to £5000 to the Trust to fund this work, provided the Trust finds a further funder to complete the funding of this work.
6. If council is minded to support such a payment, a further report would be brought to next council addressing the budgetary implications of this, and identifying whether the Trust have been successful in completely funding the work.

#### Recommendations

1. That council decide whether it wishes to support this project by funding the development of cost estimates for the project.



## BERWICK-UPON-TWEED TOWN COUNCIL

**Minutes of the Town Council Local Services Committee Meeting held on Monday, 24 July 2017 at 6.30pm in the Town Hall, Marygate, Berwick-upon-Tweed**

### **PRESENT:**

Councillors: B Douglas (Chair)  
R Bruce  
A Gibson  
B Parkin  
G Roughead  
L Stephenson

### **IN ATTENDANCE:**

G Davies, Town Clerk  
S Cozens, Assistant to the Clerk  
Cllr G Smith  
1 members of the public

The committee received a presentation entitled 'Possible Littering Solutions' from a local resident. After the presentation, and a discussion the Town Clerk confirmed that the topic would be the subject of a report at the next meeting of council, with the member of the public invited to attend.

### **OPEN SESSION**

There were no contributions during the open session.

#### **LS019/17 1. APOLOGIES FOR ABSENCE**

Apologies for absence were received from Cllrs A Bowlas, K Graham and H Nichols.

#### **LS020/17 2. MINUTES OF THE LAST MEETING**

It was unanimously **RESOLVED** to approve as a correct record the minutes of

the Berwick-upon-Tweed Town Council Local Services Committee meeting held on Monday, 26 June 2017.

**LS021/17 3. DISCLOSURE OF INTERESTS**

There were no disclosures of interests.

**LS022/17 4. REQUEST FOR DISPENSATION**

There were no requests for dispensation.

**LS023/17 5. LOCAL SERVICES ISSUES**

Members noted the report produced by the Town Clerk, and received an update on issues in Shieldfield Road.

**LS024/17 6. LOCAL TRANSPORT PLAN PROGRAMME 2018-19**

Members noted the process proposed by Northumberland County Council, and **RESOLVED** to ask the local County Councillors for some input before making recommendations to council.

**LS025/17 7. DATE OF NEXT MEETING**

The next meeting of the committee will be held on Monday 25 September 2017, at 6:30 pm in the Town Hall.

**The committee passed a resolution under the Public Bodies (Admission to Meetings) Act 1960 excluding the media and public from the discussion of the following business on the basis that public discussion may prejudice the Council's position with relation to legally confidential matters.**

At this point the Public withdrew.

**LS026/17 8. ALLOTMENTS**

The committee **RESOLVED** without division to delegate authority to the Town Clerk to make the proposed changes to allotments arrangements, and to take the actions proposed.

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

**Minutes of the Town Council People and Communities Committee Meeting held on  
Tuesday, 05 September 2017 at 6.30pm in the Town Hall, Marygate, Berwick-upon-Tweed**

### **PRESENT:**

Councillors: K Graham (Chair)  
R Bruce  
I Dixon  
H Nichols  
B Parkin  
L Stephenson

### **IN ATTENDANCE:**

S Cozens, Assistant to the Clerk

Cllr G Smith

1 member of the public.

### **OPEN SESSION**

The A1 Dualling Option, which had been selected, was raised as there were concerns that potential hold-ups would affect emergency services.

#### **PC015/17 1. APOLOGIES FOR ABSENCE**

Apologies for absence had been accepted from: Cllrs H Bettison, B Douglas and G Roughead.

#### **PC016/17 2. MINUTES OF THE LAST MEETING**

The minutes of the meeting held on Monday, 3 July 2017 were agreed and signed as a correct record.

#### **PC017/17 3. DISCLOSURE OF INTERESTS**

There were no disclosures of interests.

PC018/17

#### 4. REQUEST FOR DISPENSATION

There were no requests for dispensation.

PC019/17

#### 5. GRANTS

Members considered the report and **RESOLVED** to adopt the following grant guidelines:

1. Grants will be awarded to promote BTCs aims as set out in its mission statement:
  - Promote the economic growth of Berwick, Spittal and Tweedmouth
  - Encourage people to visit Berwick, Spittal and Tweedmouth
  - Maintain the environment of Berwick, Spittal and Tweedmouth
2. Grants will only be awarded to independent organisations based and/or active in the BTC area, open to anyone to join, with a constitution and bank account controlled by at least two members.
3. Grants will not be awarded to organisations whose main purpose is to influence public policy or to engage in political campaigning. The making of grants to organisations providing advice or support to individuals will be reserved to council.
4. Grants will be up to a maximum of £2500 per grant, and where there are multiple grant applications from the same organisation in one civic year they shall not total more than £2500.
5. Grants may be used for purchase or hire of equipment, insurance or the cost of hiring external labour or support for activities. This may include the cost of attracting speakers or facilitators.
6. Applications will need to be supported by an explanation of the outcomes the expenditure is intended to achieve, and the way in which those outcomes relate to the objectives in paragraph 1 (above).
7. Applicants will be expected to demonstrate how, especially in the procurement of items costing more than £100, they will achieve value for money.
8. It shall be a standard condition of the making of grants that no payments shall be made except against invoices submitted.
9. Grants will not be given:
  - To individuals
  - For entertainment or food and drink

- For the hire of venues on a regular basis.
- To organisations donating all or most of their income to charity

10. Berwick-upon-Tweed Town Council will not normally fund 100% of the project costs. Applicants will be expected to provide evidence of their overall budget and their fundraising efforts.

With reference to point number 4 of the guidelines, the committee noted paragraph 1.4 (below) of the report.

- 1.4 Existing practice has been for events which are an established part of the council calendar, such as the Tweedmouth Feast, Spittal Seaside Festival and Riding of the Bounds to be treated as the recipients of grants. It is arguable that this is not helpful, and that these three events should be treated as events the council part funds, in collaboration with the organisers, not as grant applications. On such occasions council will agree criteria for the event and its management that are at least to the same standards as those below, via the normal council reporting and budgetary process.

**PC020/17**

#### **6. GRANT APPLICATION**

On the motion of Cllr K Graham, seconded by Cllr I Dixon, it was **RESOLVED** to offer a grant of £2000 as per the recommendations in the report.

**PC021/17**

#### **7. DATE OF NEXT MEETING**

The date of the next meeting would be Monday, 2 October 2017 at 6.30 pm.

## BERWICK-UPON-TWEED TOWN COUNCIL

**Minutes of the Town Council Planning Committee Meeting held on Tuesday, 12 September 2017 at 6.30pm in the Ante-Room, Town Hall, Marygate, Berwick-upon-Tweed**

### **PRESENT:**

|              |                    |         |
|--------------|--------------------|---------|
| Councillors: | G Roughead (Chair) | R Bruce |
|              | B Douglas          | C Lewis |
|              | A Bowlas           | G Smith |

### **IN ATTENDANCE:**

G Davies, Town Clerk

S Cozens, Assistant to the Clerk

1 member of the public

### **OPEN SESSION**

There were no contributions during the open session.

#### **P047/17      1. APOLOGIES FOR ABSENCE**

Apologies for absence had been accepted from: Cllrs I Dixon, A Forbes and G Thomson.

#### **P048/17      2. MINUTES OF THE LAST MEETING**

The minutes of the meeting held on Tuesday, 29 August 2017 were agreed and signed as a correct record.

#### **P049/17      3. DISCLOSURE OF INTERESTS**

Councillor A Bowlas declared an interest in Item 6, Application 17/02968/FUL (The Lodge, 50 Castle Terrace, Berwick-upon-Tweed, Northumberland. TD15 1NZ).

#### **P050/17      4. REQUEST FOR DISPENSATION**

There were no requests for dispensation.

#### **P051/17      5. LOCAL NEIGHBOURHOOD PLAN**

The Chair of the Steering Group has resigned due to moving away from the area.

As the ex-Chair was a lay member of the Steering Group, this option is being explored for the next Chair. Planning of the training sessions for working groups is now underway. It was noted that Nic Best (Mayor of Morpeth Town Council) is the County Champion for Local Neighbourhood Plan.

**P052/17**

## **6. APPLICATIONS FOR PLANNING PERMISSION**

**17/02888/FUL**

**Retrospective - Conversion of second floor rear window to door for access to fire escape stair, replacement of an existing Velux window with a larger Velux on the south east elevation and a new Velux window in the east elevation, internal alterations to enlarge the bathroom, provide a shower room and provide a WC in a landing cupboard and stone repairs to second and third floor frontage (if applicable).**

**16 Quay Walls, Berwick-upon-Tweed, Northumberland. TD15 1HB**

No objections.

**17/02887/LBC**

**Listed building consent for conversion of second floor rear window to door for access to fire escape stair, replacement of an existing Velux window with a larger Velux on the south east elevation and a new Velux window in the east elevation, internal alterations to enlarge the bathroom, provide a shower room and provide a WC in a landing cupboard and stone repairs to second and third floor frontage (if applicable).**

**16 Quay Walls, Berwick-upon-Tweed, Northumberland. TD15 1HB**

No objections.

**17/02855/FUL**

**Proposed Sub-Division of existing commercial premises to form 4No commercial units and replacement of windows with roller shutter doors. Showroom, 7 - 11 Silver Street, Berwick-upon-Tweed, Northumberland. TD15 1HU**

Members felt that the roller doors should be appropriate for the area.

**17/02925/FUL**

**Converting the existing garage to a dining room and utility. Demolition of porch and conservatory. Repositioning of front door and replacement of all external doors and windows. Recovering the roof, rendering the external facade. Construction of a single storey rear extension to provide a kitchen and lounge and erection of a single storey double garage.**

**43 Castle Terrace, Berwick-upon-Tweed, Northumberland. TD15 1NZ**

No objections.

**17/02968/FUL**

**Proposed bathroom extension and alteration to existing window to form door opening to garden room.**

**The Lodge, 50 Castle Terrace, Berwick-upon-Tweed, Northumberland.**

**TD15 1NZ**

No objections.

**17/02757/FUL**

**Proposed installation of two Velux type roof windows in a freestanding outbuilding.**

**10 Parade, Berwick-upon-Tweed. TD15 1DF**

No objections.

**17/02758/LBC**

**Listed building consent for proposed installation of two Velux type roof windows in a freestanding outbuilding.**

**10 Parade, Berwick-upon-Tweed. TD15 1DF**

No objections.

**17/02948/FUL**

**Proposed replacement windows and door in flatted unit in conservation area.**

**46D Church Street, Berwick-upon-Tweed, Northumberland. TD15 1DX**

No objections.



**17/02978/FUL**

**Internal alterations, attic conversion and formation of vehicular access and parking.**

**51 Ravensdowne, Berwick-upon-Tweed. TD15 1DQ**

No objections.

**17/02979/LBC**

**Listed building consent for - Internal alterations, attic conversion and formation of vehicular access and parking.**

**51 Ravensdowne, Berwick-upon-Tweed. TD15 1DQ**

No objections.

**17/03078/LBC**

**Internal alterations to Berwick-upon-Tweed Railways Station.**

**Berwick Railway Station, Railway Street, Berwick-upon-Tweed. TD15 1NF**

Members felt the boards showing the history of the station and Royal Border Bridge should have been re-sited. As currently they are only visible when exiting the platforms via the bridge. Also, whilst Members appreciated the alterations were internal, they felt there was a lost opportunity to examine car parking.

**17/03149/FUL**

**Proposed replacement of front door and replacement of existing rotten timber door surround.**

**8A Palace Street East, Berwick-upon-Tweed. TD15 1HT**

No objections.

**P053/17**

**7. PLANNING APPLICATION DECISION LIST**

The decisions provided in the attachment were noted.

**P054/17**

**8. DATE OF NEXT MEETING**

The date of the next meeting would be Tuesday, 10 October 2017 at 6.30 pm.

## BERWICK-UPON-TWEED TOWN COUNCIL

**Minutes of the Town Council Planning Committee Meeting held on Tuesday, 29 August 2017 at 6.30pm in the Ante-Room, Town Hall, Marygate, Berwick-upon-Tweed**

### **PRESENT:**

|              |                    |          |
|--------------|--------------------|----------|
| Councillors: | G Roughead (Chair) | A Forbes |
|              | I Dixon            | C Lewis  |
|              | B Douglas          | G Smith  |

### **IN ATTENDANCE:**

G Davies, Town Clerk

S Cozens, Assistant to the Clerk

6 member of the public

### **OPEN SESSION**

A member of the public enquired when the Planning Committee meeting had been arranged. Concerns and issues were then raised regarding the application for Land South Of St Aidens House and the previously considered application for Cow Port Offices.

#### **P040/17 1. APOLOGIES FOR ABSENCE**

Apologies for absence had been accepted from: Cllrs A Bowlas, R Bruce and G Thomson.

#### **P041/17 2. MINUTES OF THE LAST MEETING**

The minutes of the meeting held on Tuesday, 15 August 2017 were agreed and signed as a correct record.

#### **P042/17 3. DISCLOSURE OF INTERESTS**

Councillor B Douglas declared an interest in Item 6, Application 17/02880/FUL (58 Main Street, Spittal. TD15 1QY).

#### **P043/17 4. REQUEST FOR DISPENSATION**

There were no requests for dispensation.

#### **P044/17 5. LOCAL NEIGHBOURHOOD PLAN**

The meeting noted that the Market Towns Initiative was added to the Local

Neighbourhood Plan evidence base at the last meeting of full Council.

**P045/17**

**6. APPLICATIONS FOR PLANNING PERMISSION**

**17/02560/ADE**

**Advertisement Consent for the installation of 1no. internally illuminated fascia sign and 1no. internally illuminated projecting sign.**

**Thomson Holidays, 24 Marygate, Berwick-upon-Tweed, Northumberland.**

**TD15 1BN**

No objections.

**17/02862/LBC**

**Listed Building Consent for the installation of 1no. internally illuminated fascia sign and 1no. internally illuminated projecting sign.**

**Thomson Holidays, 24 Marygate, Berwick-upon-Tweed, Northumberland.**

**TD15 1BN**

No objections.

**17/02774/FUL**

**Construction of three, three storey town houses.**

**Land South Of St Aidens House, Palace Green, Berwick-upon-Tweed, Northumberland.**

Members of this Council considered this application at its Planning Committee meeting on 29 August 2017, with six members of the public present, some of whom also made representations.

Concerns were voiced about the impact of this development on traffic and parking in a sensitive area, and the consequential impact on previously agreed schemes for parking related to the previous developments at St Aidens House, and the cumulative impact of those schemes. Without sight of any proposed revisions to the original parking scheme for St Aidens House members could not assess the overall impact of the scheme on surrounding properties. Concerns were expressed about the question of whether this was piecemeal over-development of a sensitive and historic site. All of the discussions were framed within the significant historical and archaeological context of what all the

members agreed was a very sensitive site.

Members noted the additional material available, compared to the last time they considered an application on this site.

With regard to the sensitivity of the site, adjacent as it is to the Town Walls, members once again gave considerable weight to the reminder that on past developments at Governors Gardens significant archaeological finds were made, and formed the view that, in the event approval was granted, a condition requiring a robust scheme of archaeological mitigation and monitoring, overseen by independent archaeologists, was essential.

After hearing all the representations, and all the views expressed, council considered the plans carefully, bearing in mind the highly significant context of the site. Council noted that better elevation drawings were available on this occasion, compared to previous applications but formed the view that there was still insufficient context for decision makers to understand the relationship of the proposed dwellings to the surrounding historic site. Members also expressed concerns about aspects of the design, with regard to the possible creation of balconies on the south facing elevations, because they would distract from the historic townscape by introducing an alien and anachronistic element, and expressed a view that they would wish permitted development rights to be restricted to prevent any upwards development into roof spaces of the proposed properties for the same reason, and to prevent the properties dominating the historic monument.

Council therefore resolved to object to the application, and to request the Planning Authority to hold a site meeting to allow decision makers to better understand the impact of the proposed development on its surroundings, bearing in mind the sensitivity of the site with regard to the town's heritage.

**17/02872/FUL**

**Retrospective permission to convert first floor rear window to door. New**

**railings at Quay Walls threshold area. Stone repairs to ground and first floor of Quay Walls frontage. Minor internal alterations.**

**17 Quay Walls, Berwick-upon-Tweed, Northumberland. TDE15 1HB**

No objections.

**17/02873/LBC**

**Listed building consent for retrospective permission to convert first floor rear window to door. New railings at Quay Walls threshold area. Stone repairs to ground and first floor of Quay Walls frontage. Minor internal alterations.**

**17 Quay Walls, Berwick-upon-Tweed, Northumberland. TDE15 1HB**

No objections.

**17/02880/FUL**

**Proposed First Floor Extension to Rear of Property.**

**58 Main Street, Spittal. TD15 1QY**

No objections.

**P046/17**

**7. DATE OF NEXT MEETING**

The date of the next meeting would be Tuesday, 12 September 2017 at 6.30 pm.