

## **Review of Local Government Ethical Standards: Stakeholder Consultation**

The Committee on Standards in Public Life is undertaking a review of local government ethical standards.

Robust standards arrangements are needed to safeguard local democracy, maintain high standards of conduct, and to protect ethical practice in local government.

As part of this review, the Committee is holding a public stakeholder consultation. The consultation is open from 12:00 on Monday 29 January 2018 and closes at 17:00 on Friday 18 May 2018.

### **Terms of reference**

The terms of reference for the review are to:

1. Examine the structures, processes and practices in local government in England for:
  - a. Maintaining codes of conduct for local councillors;
  - b. Investigating alleged breaches fairly and with due process;
  - c. Enforcing codes and imposing sanctions for misconduct;
  - d. Declaring interests and managing conflicts of interest; and
  - e. Whistleblowing.
2. Assess whether the existing structures, processes and practices are conducive to high standards of conduct in local government;
3. Make any recommendations for how they can be improved; and
4. Note any evidence of intimidation of councillors, and make recommendations for any measures that could be put in place to prevent and address such intimidation.

The review will consider all levels of local government in England, including town and parish councils, principal authorities, combined authorities (including Metro Mayors) and the Greater London Authority (including the Mayor of London).

Local government ethical standards are a devolved issue. The Committee's remit does not enable it to consider ethical standards issues in devolved nations in the UK except with the agreement of the relevant devolved administrations. However, we welcome any evidence relating to local government ethical standards in the devolved nations of the UK, particularly examples of best practice, for comparative purposes.

Submissions will be published online alongside our final report, with any contact information (for example, email addresses) removed.

### **Consultation questions**

The Committee invites responses to the following consultation questions.

Please note that not all questions will be relevant to all respondents and that submissions do not need to respond to every question. Respondents may wish to give evidence about only one local authority, several local authorities, or local government in England as a whole.

Please do let us know whether your evidence is specific to one particular authority or is a more general comment on local government in England.

Whilst we understand submissions may be grounded in personal experience, please note that the review is not an opportunity to have specific grievances considered.

- a. Are the existing structures, processes and practices in place working to ensure high standards of conduct by local councillors? If not, please say why.
- b. What, if any, are the most significant gaps in the current ethical standards regime for local government?

#### *Codes of conduct*

- c. Are local authority adopted codes of conduct for councillors clear and easily understood? Do the codes cover an appropriate range of behaviours? What examples of good practice, including induction processes, exist?
- d. A local authority has a statutory duty to ensure that its adopted code of conduct for councillors is consistent with the Seven Principles of Public Life and that it includes appropriate provision (as decided by the local authority) for registering and declaring councillors' interests. Are these requirements appropriate as they stand? If not, please say why.

#### *Investigations and decisions on allegations*

- e. Are allegations of councillor misconduct investigated and decided fairly and with due process?
  - i. What processes do local authorities have in place for investigating and deciding upon allegations? Do these processes meet requirements for due process? Should any additional safeguards be put in place to ensure due process?
  - ii. Is the current requirement that the views of an Independent Person must be sought and taken into account before deciding on an allegation sufficient to ensure the objectivity and fairness of the decision process? Should this requirement be strengthened? If so, how?
  - iii. Monitoring Officers are often involved in the process of investigating and deciding upon code breaches. Could Monitoring Officers be subject to conflicts of interest or undue pressure when doing so? How could Monitoring Officers be protected from this risk?

#### *Sanctions*

- f. Are existing sanctions for councillor misconduct sufficient?
  - i. What sanctions do local authorities use when councillors are found to have breached the code of conduct? Are these sanctions sufficient to deter breaches and, where relevant, to enforce compliance?

- ii. Should local authorities be given the ability to use additional sanctions? If so, what should these be?

#### *Declaring interests and conflicts of interest*

- g. Are existing arrangements to declare councillors' interests and manage conflicts of interest satisfactory? If not please say why.
  - i. A local councillor is under a legal duty to register any pecuniary interests (or those of their spouse or partner), and cannot participate in discussion or votes that engage a disclosable pecuniary interest, nor take any further steps in relation to that matter, although local authorities can grant dispensations under certain circumstances. Are these statutory duties appropriate as they stand?
  - ii. What arrangements do local authorities have in place to declare councillors' interests, and manage conflicts of interest that go beyond the statutory requirements? Are these satisfactory? If not, please say why.

#### *Whistleblowing*

- h. What arrangements are in place for whistleblowing, by the public, councillors, and officials? Are these satisfactory?

#### *Improving standards*

- i. What steps could *local authorities* take to improve local government ethical standards?
- j. What steps could *central government* take to improve local government ethical standards?

#### *Intimidation of local councillors*

- k. What is the nature, scale, and extent of intimidation towards local councillors?
  - i. What measures could be put in place to prevent and address this intimidation?

#### **Who can respond?**

Anyone with an interest may make a submission. The Committee welcomes submissions from members of the public.

However, the consultation is aimed particularly at the following stakeholders, both individually and corporately:

- Local authorities and standards committees;
- Local authority members (for example, Parish Councillors, District Councillors);
- Local authority officials (for example, Monitoring Officers);
- Think tanks with an interest or expertise in local government;
- Academics with interest or expertise in local government; and
- Representative bodies or groups related to local government.

## How to make a submission

Submissions can be sent either in electronic format or in hard copy.

Submissions must:

- State clearly who the submission is from, i.e. whether from yourself or sent on behalf of an organisation;
- Include a brief introduction about yourself/your organisation and your reason for submitting evidence;
- Be in doc, docx, rtf, txt, ooxml or odt format, not PDF;
- Be concise – we recommend no more than 2,000 words in length; and
- Contain a contact email address if you are submitting by email.

Submissions should:

- Have numbered paragraphs; and
- Comprise a single document. If there are any annexes or appendices, these should be included in the same document.

It would be helpful if your submission included any factual information you have to offer from which the Committee might be able to draw conclusions, and any recommendations for action which you would like the Committee to consider.

The Committee may choose not to accept a submission as evidence, or not to publish a submission even if it is accepted as evidence. This may occur where a submission is very long or contains material which is inappropriate.

Submissions sent to the Committee after the deadline of 17:00 on Friday 18 May 2018 may not be considered.

Submissions can be sent:

1. Via email to: [public@public-standards.gov.uk](mailto:public@public-standards.gov.uk)
2. Via post to:  
Review of Local Government Ethical Standards  
Committee on Standards in Public Life  
GC:07  
1 Horse Guards Road  
London  
SW1A 2HQ

If you have any questions, please contact the Committee's Secretariat by email ([public@public-standards.gov.uk](mailto:public@public-standards.gov.uk)) or phone (0207 271 2948).

Date:

**Berwick upon Tweed Town Council Current Year****Barclays Current A/c****List of Payments made between 21/12/2017 and 06/02/2018**

Date Paid	Payee Name	Cheque Number	Amount Paid	Order Number	Invoice Number	Purpose
25/12/2017	SSE	DD	17.53		0008	SSP electricity
31/12/2017	Google Ireland Ltd	DD	69.30		8959	gmail
05/01/2018	NEST	DD	501.63		114148219	pension
05/01/2018	Tweedmouth Feast Committee	101621	1000.00			Events Grant
05/01/2018	NE Employers Organisation	101622	12.00	17-075	19148	training
05/01/2018	Northern Lab	101623	120.00		3019	IT support
05/01/2018	McCreath & Son	101624	600.00	17-076	1978	Xmas Trees
05/01/2018	G Davies	101625	110.20			Expenses
05/01/2018	Cittaslow	101626	182.00			grant
05/01/2018	Shiel Morrison	101627	364.40	17-073/091	12048/148	printing
08/01/2018	Arch Commercial	BACS	1778.78		31786-9	office costs
17/01/2018	BT	DD	83.40			M0315W - phone
19/01/2018	Adam Douglas Legal LLP	BACS	1.00			Building Purchase test transfer
19/01/2018	NEST	DD	501.63		118246665	pension
21/01/2018	Northumberland County Council	101628	7064.20		153475	salaries
21/01/2018	Fantasy Prints	101629	73.70	17-068	108330	copying
21/01/2018	Kompan	101630	1200.00	15-124 -	204908	play area retention
21/01/2018	Campbell & Co	101631	7335.00	17-064	0091	Barracks study
21/01/2018	Russell Telecom	101632	1674.00	17-067	24454	phone system
23/01/2018	Adam Douglas Legal LLP	BACS	17000.00			Building Purchase
23/01/2018	Adam Douglas Legal LLP	BACS	17000.00			Building Purchase
23/01/2018	Adam Douglas Legal LLP	BACS	18249.00			Building Purchase
24/01/2018	Adam Douglas Legal LLP	BACS	10450.00			Building Purchase
24/01/2018	Adam Douglas Legal LLP	BACS	646.92	17-077	10264	legal work - building purchase
24/01/2018	SSE	DD	17.66		0009	SSP electricity
		<b>Total Payments</b>	<b>86052.35</b>			
	Account Transfer to:					
	Barclays A/c No 2		500.00			for operating balance

**Receipts received between 01/12/2017 and 06/02/2018**

<b>Receipt Ref</b>	<b>Name of Payer</b>	<b>Date</b>	<b>Amount</b>	<b>Transaction Detail</b>
BACS	Groundwork UK	08/12/2017	3500.00	Neighbourhood Plan Grant ref NPG 03665
BACS	Freeman Trustees	22/12/2017	90782.53	Schedule 3 pt 1
BACS	Freeman Trustees	02/01/2018	80000.00	Schedule 3 pt2
100110	Donations:	08/01/2018		
	Tustain Motors		100.00	
	Riverside Cafe		50.00	
		Total Receipts:	174432.53	

## BERWICK-UPON-TWEED TOWN COUNCIL

Minutes of the Town Council Budget and Administration Committee Meeting held on Monday, 8 January 2018 at 6.30pm in the Town Hall, Marygate, Berwick-upon-Tweed

### PRESENT:

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

### IN ATTENDANCE:

G Davies, Town Clerk  
S Cozens, Assistant to the Clerk  
Cllr B Parkin  
2 members of the public

### OPEN SESSION

Mr B Darling spoke in relation to item 6.

**BA074/17 1. APOLOGIES FOR ABSENCE**

Apologies for absence were received from Cllrs C Lewis and G Roughead.

**BA075/17 2. MINUTES OF THE LAST MEETING**

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

**BA076/17 3. DISCLOSURE OF INTERESTS**

There were no disclosures of interests.

**BA077/17 4. REQUEST FOR DISPENSATION**

There were no requests for dispensation.

**BA078/17 5. NOTIFICATION OF PAYMENTS MADE BY BERWICK-UPON-TWEED TOWN COUNCIL**

It was **RESOLVED** without division to note the schedule of payments.

**BA079/17**

**6. PUBLICATION OF MEETING PAPERS**

The Town Clerk introduced the report, and it was **RESOLVED** on the motion of Cllr Bruce, seconded by Cllr Bowlas, that the report be submitted to Council.

**BA080/17**

**7. MEDIUM TERM FINANCIAL PLAN**

The Town Clerk introduced the Medium Term Financial Plan.

**BA081/17**

**8. RESERVES POLICY**

It was **RESOLVED** without division to defer this item until the next meeting.

**BA082/17**

**9. COUNCIL INVESTMENTS**

The recommendation having been proposed by Cllr Gibson, seconded by Cllr Bowlas it was then **RESOLVED**, on the casting vote of the Chair, to not proceed with this proposal.

**BA083/17**

**10. BUDGET ARRANGEMENTS AND FINANCIAL REGULATIONS**

It was **RESOLVED** on the motion of Cllr Bruce, seconded by Cllr Bowlas that financial regulations 3.6, 3.7 and 3.8 be deleted, that regulation 3.5 be amended, and the wording attached be substituted.

**BA084/17**

**11. JOB DESCRIPTION**

After a debate between members it was **RESOLVED** without division to note the proposed job description.

**BA085/17**

**12. CORRESPONDENCE LOG**

The Town Clerk reported that further work was required to enable the Correspondence Log to be updated.

**BA086/17**

**13. DATE OF NEXT MEETING**

The date of the next meeting would be Monday, 12 February 2018 at 6.30 pm.



## Report of Town Clerk

### Coastal Litter Prevention

#### Background

1. Council has previously received presentations and reports on the work of Coastcare and their Berwick based volunteers on beach cleanups.
2. Members will doubtless also remember the strong reactions received during the Local Services survey on perceptions of litter in Berwick upon Tweed.
3. The work being undertaken by volunteers is having a significant impact on the beach, but the work is physically tiring for individuals, and requires support, both with the supply of tools and consumables, and in the recruitment of additional volunteers to lessen the burden on the existing pool of hard working individuals.
4. The range of tools the volunteers require is not extensive nor expensive; the issue is litter pickers, black bags and gloves wear out or become full. Even notice boards or litter picking stations on each beach area are not hugely expensive.
5. Your officers will also be co-operating with the local volunteers, NCC and national organizations such as the Tidy Britain group on the great British Springclean in early March, and other ongoing campaigns.
6. No budgetary provision has currently been made for this work, but council is invited to consider whether it would wish such work to be funded from any underspends or surplus reserves that may be identified within this financial year.

#### Recommendations

1. Council is recommended to resolve to delegate to the Budget and Administration Committee power to make one virement, of up to £3000, from in year underspends or reserves to a new budget heading for litter prevention,
2. Subject to the budget heading existing as a result of recommendation 1 being adopted, to delegate authority to the Local Services Committee to acquire items of equipment such as notice boards or litter picking stations up to a total per individual item of £750, and to make micro grants of up to £250 to volunteer organizations to support their work on litter picking, and
3. To nominate a member to serve as Litter Prevention Champion, who will liaise closely with the various groups and report back to council.

## Report of the Town Clerk

### Review of Local Government Ethical Standards

#### Background

1. The independent Committee on Standards in Public Life advises the Prime Minister on ethical standards across the whole of public life in the UK. It monitors and reports on issues relating to the standards of conduct of all public office holders.
2. The Committee on Standards in Public Life has called for evidence about how local councils are supporting good ethical standards in local government in light of changes over the past ten years.
3. Committee member, Dr Jane Martin CBE who will be leading on the review, said:  
“Robust arrangements to support ethical standards are needed to safeguard local democracy and facilitate the representative process, but also to ensure high standards of conduct by councillors. The Committee considers it is timely to undertake a health check of local government so the public can have confidence that the standards arrangements supporting local democracy are working effectively.”
4. The Committee has maintained a longstanding interest in local government ethical standards, and regularly receives correspondence from members of the public expressing their concern about this issue and are keen to hear first-hand how effective councils’ standards arrangements are, in light of the substantial changes in the standards landscape for local government over the last ten years.
5. The committee are interested in how local authorities have designed their complaints handling, scrutiny and sanctions regimes in order to maintain excellent ethical standards and how members, local government officials and the public experience them.
6. “The Committee would like to hear from councils and individuals who can help us understand how ethical standards issues are dealt with by local authorities.”
7. Based on the submissions to this review and meetings with key stakeholders, we intend to publish our findings and recommendations late in 2018.
8. The terms of reference for the review are to:
  - a. examine the structures, processes and practices in local government in England for:
    - i. maintaining codes of conduct for local councillors
    - ii. investigating alleged breaches fairly and with due process

- iii. enforcing codes and imposing sanctions for misconduct
  - iv. declaring interests and managing conflicts of interest
  - v. whistleblowing
- b. assess whether the existing structures, processes and practices are conducive to high standards of conduct in local government
  - c. make any recommendations for how they can be improved
  - d. note any evidence of intimidation of councillors, and make recommendations for any measures that could be put in place to prevent and address such intimidation
9. This consultation closes at 5pm on 18 May 2018.
10. Members will note that the recent report by your clerk to the Standards Committee of Northumberland County Council touched on the huge problems associated with the existing Standards Regime, including its slow and unwieldy investigation process and the lack of effective sanctions.
11. A report of the Town Clerk is not the same as a report from council, and it is important for council to be seen to take its part in hearing the concerns of residents about these matters and equally to hear the concerns of its officers, if they have any.

#### Recommendations

1. That council invites comments from residents of Berwick upon Tweed, to be received by March 15th, on the inquiry's terms of reference, and instructs the Town Clerk to then prepare a report to be considered at council in April, and
2. That council authorizes all its staff to either respond to the Berwick upon Tweed consultation, or directly to the national consultation, either in their own name or anonymously.

## Report of the Town Clerk

### COMPLAINTS POLICY

#### Background

1. A member of the public has made a complaint concerning the conduct of the Town Clerk which has been examined by the Town Clerk's Line Management Subcommittee of the Budget and Administration Committee, and this has given rise to some issues of process regarding the handling of this complaint.
2. Budget and Administration Committee considered the attached report about Complaints Policies in December 2017. Minute BA071/17 records the adoption of the recommendations of the report. Those minutes were adopted by Council at minute number C191/17.
3. The report as attached reflects the fact that the previous complaints policy, prior to the appointment of the current Town Clerk as Interim Town Clerk in 2016, was not workable.
4. Council appears to have adopted in 2012 a complaints policy which, due to an oversight, is still available on the website. That policy depends upon there being a sub-committee of council appointed to deal with complaints which cannot be resolved by the Town Clerk or the Mayor. There is a rather difficult point about whether the sub-committee referred to in the original policy was intended to be a standing committee or an ad hoc committee; I have always taken the former to be the case unless some qualifying words such as ad hoc or 'to be constituted as and when required' are included in the policy. That policy was rendered inoperable by the subsequent decision of council to opt to have no committees.
5. There are two ways to read this; that council did not realise what it was doing when it abolished committees, which does not help, or that council intended to do away with any policies that relied upon the existence of powers delegated to committees. I have generally taken the latter to be the case, especially as council did then act to create committees where it thought it needed to.
6. The substantive issue is that the member of the public is now challenging the process used to determine their complaint. This is germane because the complainant did not respond within 28 days, and their further letter was then ruled out of time by the Assistant to the Clerk, who was dealing with this matter.

7. It may help council to understand the nature of this challenge if they also know that the member of the public challenged the definition of 28 days to appeal given in the letter, because they did not receive the letter by post for some days, when they had also acknowledged receipt of a copy of the letter by email on the day it was sent.
8. The purpose of the challenge is unclear, unless it is to have a further hearing of their previously rejected complaint. Both committee and council accepted, or are assumed to have accepted, the report they received explaining the complaints policy that has been operated since October 2016, but the complainant seeks to challenge this, and to assert that their preferred choice of complaints policy should operate.
9. As your Town Clerk I am willing to waive my right to insist on the extant policy being followed, and to agree to the complaint being heard at the next meeting of council, in private session, provided that I am:
  - a. allowed to be accompanied by an advisor, if I so desire, and
  - b. am provided with a statement of the complaint and any associated evidence in advance of that meeting, and
  - c. that the hearing by council does not go beyond the original complaint and its associated evidence.

#### Recommendation

1. That council consider this report and indicate its preferences.

## Complaints Policy and Habitual and Vexatious Complaints

### Background

1. Council has previously, by way of implementing a complaints policy, adopted as its own a practice note from the National Association of Local Councils, and by copying wholesale the Habitual and Vexatious Complaints Policy of Northumberland County Council.
2. Neither document is fit for the purpose for which it has been adopted, and, in the case of the Habitual and Vexatious Complaints policy, it is, in and of itself, potentially controversial. Use of a vexatious complaints procedure all too often, in and of itself, becomes more controversial than the original dispute.
3. Since appointment as your Interim Town Clerk, the Town Council has operated on the following principles.
4. All correspondence, including complaints, is recorded in the Correspondence Log, which makes it unnecessary to have a complaints log. The Correspondence Log is reported to each council meeting.
5. Complaints about the performance of the council are responded to by the Town Clerk; in the event that a member of the public is dissatisfied with the response, the matter is reported by the Town Clerk to Council for their decision, which is final.
6. Complaints about the performance of staff are handled in first instance by the Town Clerk, with a right of appeal on the part of the Staff involved to the Budget and Administration Committee, and then, ultimately, to Council.
7. Complaints about the performance of the Town Clerk by individuals other than councillors are handled by the Town Clerk Line Management sub committee of the Budget and Administration Committee, with appeals going to Council where necessary.
8. This policy has not previously been documented; this is not best practice.

### Recommendations

1. Members are invited to indicate whether they either
  - a. Wish to adopt the de facto complaints policy as the new complaints policy, or
  - b. Wish to instruct the Town Clerk to prepare a new complaints policy, and to give direction as to its content and purpose.

## Report of the Town Clerk

### Statue of Jimmy Strength

#### Background

1. An elected member has requested that this matter be brought before council.
2. Jimmy Strength is the nickname of a local historical figure, James Stuart, who occasioned such public comment that a statue of him was commissioned and placed on display in the town.
3. Public art, and commemorative public art, is not always about the formal status of the individual; often statues represent figures who have caught the public imagination or have become figures in popular culture; Jimmy Strength is one such figure.
4. A full account of the life of James Stuart can be found on the website of Berwick Museum at <http://www.berwickfriends.org.uk/history/jimmy-strength/>
5. The webpage also gives an account of the history of the statue of Jimmy Strength.
6. The pieces that remain of the statue are still in the custody of Berwick Museum, and still in need of restoration.
7. One of the features of Berwick is that it is lacking in public art or displays; clearly, from the history of the statue of Jimmy Strength, this has not always been the case. It is arguable that restoring or making a facsimile of the statue and exhibiting it in public would enable visitors to understand the tastes and attitudes to public displays of another era whilst introducing them to a figure from the popular culture of that era.
8. Restoring the statue appears to have previously defeated another council, and it is not clear how easy it would be to make a facsimile from the remaining pieces. As your clerk I am no expert in public art, but my instinct is that a facsimile derived from the remains of the original is preferable to an attempted reconstruction that might lose what is left of the original piece.
9. Given the complexities of such a task, and the need to produce something that will be both capable of public display and which respects the original, discussions will be required with the statue's current curators and others to identify a way forward.
10. Similarly funding the work will be a challenge, and it is not possible to plan a funding strategy when there is no idea of the likely range of costs.

#### Recommendations

1. That staff be authorized to begin discussions with Berwick Museum as to the best way of returning the statue or a facsimile to display in a public place in Berwick, and
2. That council receive a further report on the outcome of those discussions and potential funding strategies.



Council  
Item 16  
Appendix J  
Monday, 19 February 2018

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 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
17/03/2017	Hoppa Bus future	Future service planning	TC	April 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	
14/03/2017	Future rail provision in north Northumberland	Future planning of service	TC	June 2017	
17/03/2017	Approval of accounts	Statutory obligation	TC	June 2017	
19/05/2017	Hoey Ainscough	Six month update	PO	June 2017	
24/02/2017	Riding of the Bounds	Lessons Learned	TC	July 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	
27/03/2017	Canadian Pipes and Drums	Event Planning	TC		
28/04/2017	New Grant Scheme	Best practice	TC	July 2017	People and Communities
19/05/2017	Annual Report of the Standards Committee	For information	PO	July 2017	



<b>Date</b>	<b>What decision is requested</b>	<b>Why does this decision need to be made</b>	<b>Who requested it?</b>	<b>When does it need to be made?</b>	<b>Outcome</b>
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	
25/11/2016	Growths and savings 2018/19	Best practice	TC	September 2017	
17/03/2017	Receipt of audit report	Statutory obligation	TC	September 2017	
28/07/2017	General Power Of Competence	Best practice	TC	September 2017	
15/09/2017	Communication Plan	Best practice	TC	October 2017	
11/09/2017	All Member Briefing on the Budget	Best practice	TC	November 2017	
10/10/2017	Community Led Housing	Benefit the community	TC	November 2017	
27/10/2017	Twinning request	Request received	TC	November 2017	
10/10/2017	Hard To Reach Communities	Equalities Act	TC	December 2017	
15/11/2017	Remembrance Sunday 2018	Event Planning	TC	December 2017	
	Project Reporting	Best practice	TC	January 2018	
16/06/2017	Strategic Plan	Best practice	TC	January 2018	
22/11/2017	Asset Based Community Development	Benefit the community	TC	January 2018	
15/12/2017	Christmas Lights	Benefit the community	TC	January 2018	
03/01/2018	Bus stop repairs and future of bus stops	Benefit the community	TC	January 2018	
31/01/2018	Review of Local Government Ethical Standards	Consultation	TC	February 2018	
13/12/2017	General Data Protection Regulations	Best practice	TC	February 2018	
22/01/2018	Recruitment Progress Report	Best practice	TC	February 2018	
22/01/2018	Lions Allotments	Best practice	TC	February 2018	
02/02/2018	Berwick Signage Project	Promotion	TC	February 2018	
05/02/2018	Parks and Green Spaces	Promotion	TC	February 2018	
08/01/2018	Future of the digital signage boards.	Best practice	TC	February 2018 April 2018	

<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>
29/01/2018	Future Community Safety Arrangements	Best practice	TC	March 2018	
05/06/2017	Emergency planning / resilience	National incidents	TC	April 2018	
15/09/2017	Social Media Plan	Best practice	TC	April 2018	
13/09/2017	Open spaces review and strategy	Best practice	TC	2018	
13/09/2017	Play review / strategy	Best practice	TC	2019	
03/01/2018	Arrangements for managing local services	Best practice	TC		

**BERWICK-UPON-TWEED TOWN COUNCIL**

**Minutes of the Town Council Budget and Administration Committee Meeting held on Monday, 12 February 2018 at 6.30pm in the Town Hall, Marygate, Berwick-upon-Tweed**

**PRESENT:**

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

**IN ATTENDANCE:**

G Davies, Town Clerk  
S Cozens, Assistant to the Clerk  
Cty Cllr G Hill.  
3 members of the public

**OPEN SESSION**

The chair offered an apology to Mrs J Bowlas for the way in which a previous remark had been interpreted, and reassured Mrs Bowlas that she had not been referring to the former Civic Ladies of Berwick.

Mr Brian Darling made a number of remarks concerning the need for the council to be open and transparent in the way it investigated any historic issues.

**BA087/17 1. APOLOGIES FOR ABSENCE**

Apologies for absence were received from Cllr C Lewis.

- BA088/17**      **2. MINUTES OF THE LAST MEETING**  
The minutes of the meeting held on Monday, 8 January 2018 were approved and signed as a correct record.
- BA089/17**      **3. DISCLOSURE OF INTERESTS**  
There were no disclosures of interests.
- BA090/17**      **4. REQUEST FOR DISPENSATION**  
There were no requests for dispensation.
- BA091/17**      **5. NOTIFICATION OF PAYMENTS MADE BY BERWICK-UPON-TWEED TOWN COUNCIL**  
After Cllr B Douglas had expressed a number of concerns about various matters, including the Town Clerk's expenses and the alleged failure of the Town Clerk to respond to a Freedom of Information request it was **RESOLVED** without division to note the schedule of payments.
- BA092/17**      **6. EXTERNAL AUDIT**  
It was **RESOLVED** without dispute to note the update.
- BA093/17**      **7. UPDATE ON BUDGET VIREMENTS**  
It was **RESOLVED** on the motion of Cllr A Bowlas, seconded by Cllr A Forbes, to note the report and to recommend the list of virements to council for approval.
- BA094/17**      **8. ASSETS REGISTER UPDATE**  
During a full debate Standing Orders were suspended sufficiently to allow County Cllr Hill to speak, and it was **RESOLVED** to instruct the Town Clerk to make an investigation then bring a full report to committee, thence to council.
- BA095/17**      **9. MEMBER / STAFF ID BADGES**  
It was **RESOLVED** on the motion of Cllr G Roughead, seconded by Cllr A Forbes, to recommend to council that ID badges should be purchased from ID Card Centre and that councillors should be offered the chance to refresh their photographs before the order was placed.
- BA096/17**      **10. DATE OF NEXT MEETING**  
The date of the next meeting would be Monday, 12 March 2018 at 6.30 pm.

14/02/2018

Berwick-upon-Tweed Town Council Mail - Fwd: cattle market



Town Clerk <town.clerk@berwick-tc.gov.uk>

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## Fwd: cattle market

7 messages

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**Brian Douglas** [REDACTED] Sun, Oct 15, 2017 at 2:47 PM  
To: Town Clerk <town.clerk@berwick-tc.gov.uk>, [REDACTED]

Please regard this as a Freedom of Information Request into the proposed suggestion of a Tourist Information Centre in Castlegate.

I require full details of Costings what Committee dealt with this proposed transaction and its Transparency to Council.  
Regards

Sent from my iPhone

Begin forwarded message:

**From:** Info Sallyport [REDACTED]  
**Date:** October 15, 2017 at 14:04:32 GMT+1  
**To:** Brian Douglas [REDACTED]  
**Subject:** Re: cattle market

Talk to Gareth Davis

Sent from my iPhone

On 15 Oct 2017, at 12:40, Brian Douglas [REDACTED] wrote:

News to me and I am on the Council-I think.

Regards

Sent from Mail for Windows 10

---

**Town Clerk** <town.clerk@berwick-tc.gov.uk>  
To: Steve Cozens <assistant@berwick-tc.gov.uk>

Mon, Oct 16, 2017 at 7:46 AM

Please add to correspondence log

Gareth Davies LL.B.  
Town Clerk  
Berwick-upon-Tweed Town Council  
Berwick Workspace  
90 Marygate  
Berwick-upon-Tweed  
TD15 1BN  
01289 302391  
[Quoted text hidden]

---

**Town Clerk** <town.clerk@berwick-tc.gov.uk>  
To: Steve Cozens <assistant@berwick-tc.gov.uk>

Mon, Oct 16, 2017 at 7:49 AM

Please confirm the date BD was sent the papers for council where this was considered

Regards

14/02/2018

Berwick-upon-Tweed Town Council Mail - Fwd: cattle market

Gareth Davies L.I.B.  
Town Clerk  
Berwick-upon-Tweed Town Council  
Berwick Workspace  
90 Marygate  
Berwick-upon-Tweed  
TD15 1BN  
01289 302391

----- Forwarded message -----

From: **Brian Douglas** [REDACTED]  
Date: Sun, Oct 15, 2017 at 2:47 PM  
Subject: Fwd: cattle market  
To: Town Clerk <town.clerk@berwick-tc.gov.uk> [REDACTED]

[Quoted text hidden]

---

**Steve Cozens** <assistant@berwick-tc.gov.uk>  
To: Town Clerk <town.clerk@berwick-tc.gov.uk>

Mon, Oct 16, 2017 at 12:58 PM

Gareth

This was considered at the meeting of Council on Monday, 18 September 2017. BD was sent the papers (he was included in the email to all Councillors) on Wednesday, 13 September 2017.

[Quoted text hidden]

--

Regards

**Steve Cozens**  
**Assistant to the Clerk**  
Berwick-upon-Tweed Town Council  
Berwick WorkSpace  
Boarding School Yard  
90 Marygate  
Berwick-upon-Tweed  
TD15 1BN

Tel: 01289 302391

Website: [www.berwick-tc.gov.uk](http://www.berwick-tc.gov.uk)

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**Town Clerk** <town.clerk@berwick-tc.gov.uk>  
To: Brian Douglas [REDACTED]  
Cc: Steve Cozens <assistant@berwick-tc.gov.uk>  
Bcc: Gregah Roughead <g.roughead@berwick-tc.gov.uk>, Anne Forbes <a.forbes@berwick-tc.gov.uk>

Mon, Oct 16, 2017 at 2:59 PM

Dear Brian

Thank you for this Freedom of Information request.

In order to assist you, I am going to lay out for you a skeleton response, to which you can reply or make comment before I issue a formal decision notice.

I intend to refuse your Freedom of Information request under Section 21 of the act, because the information you require is already reasonably accessible to you, because you are a councillor. You may wish to consider ICO decision

14/02/2018

Berwick-upon-Tweed Town Council Mail - Fwd: cattle market

reference FS50571547, involving an appeal made by Cllr G Hill against a similar refusal by the then Town Clerk of Berwick upon Tweed Town Council..

A further ground for refusing to provide you with this information is that you have already been provided with it; you were sent, on 13th September 2017 the papers for a meeting of council which took place on 18th September, at which the decision you refer to was taken.

As I say, I will issue a formal Decision Letter no later than Monday 23rd October so I would appreciate it if comments could be with me by close of business on Friday 20th October.

I will report this correspondence to council tomorrow evening.

Regards

Gareth Davies L.I.B.  
Town Clerk  
Berwick-upon-Tweed Town Council  
Berwick Workspace  
90 Marygate  
Berwick-upon-Tweed  
TD15 1BN  
01289 302391

[Quoted text hidden]

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**Brian Douglas** [REDACTED]  
To: Town Clerk <town.clerk@berwick-tc.gov.uk>  
Cc: Steve Cozens <s.cozens@berwick-tc.gov.uk>

Mon, Oct 16, 2017 at 4:25 PM

Dear Gareth,

Thanks you for your response to my request under the FIO.

1. The information as shown by the correspondence from the occupants of the property have referred me to you and this does not detail any full information of which you seem to be instrumental, and failed to reply, until today.
2. On the dates you refer, I had previously informed you , that I would not be in attendance and not therefore in possession of any information, until today.
3. As a member of the Budget and Administration Committee which you have referred Budgetary matters for discussion including, the consolidation of various pots of money previously and gave no indication on any proposed Capita expenditure? On being questioned. This would be the appropriate Committee to inform you and advise on their considerations -pre full council.
4. As you suggest that a Councillor should be in a position to receive this information, not as a privilege. However, it was once again information received on the grapevine and not through proper channels of Confidentiality.
5. Why should Councillors and individuals have preferential information?
6. In my case, I had advised the previous occupants on property matters pertaining to this property and may have information invaluable to the Council.

I believe that openness, transparency and accountability. Should have the confidence of the General Public and this does not seem to have been undertaken in this case.

Regards

Sent from Mail for Windows 10

**From:** Town Clerk  
**Sent:** 16 October 2017 14:59

14/02/2018

Berwick-upon-Tweed Town Council Mail - Fwd: cattle market

**To:** Brian Douglas  
**Cc:** Steve Cozens  
**Subject:** Re: cattle market

[Quoted text hidden]

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**Town Clerk** <town.clerk@berwick-tc.gov.uk>  
To: Brian Douglas [REDACTED]

Tue, Oct 17, 2017 at 4:26 PM

Dear Brian

Thank you for your email.

So far as I can follow it, it does not contain any information that requires me to reconsider my response to your Fol request. I will therefore issue you, as previously indicated, with a decision notice refusing your request.

Regards

Gareth Davies L.I.B.  
Town Clerk  
Berwick-upon-Tweed Town Council  
Berwick Workspace  
90 Marygate  
Berwick-upon-Tweed  
TD15 1BN  
01289 302391

[Quoted text hidden]



**BERWICK-UPON-TWEED TOWN COUNCIL**

**Minutes of the Town Council Local Services Committee Meeting held on Monday, 29 January 2018 at 6.30pm in the Town Hall, Marygate, Berwick-upon-Tweed**

**PRESENT:**

Councillors: B Douglas (Chair)  
A Bowlas  
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  
Cty Cllr G Hill  
5 member of the public, 1 member of the press

**OPEN SESSION**

Mr Brian Darling made a number of observations about pricing policies for public seating sponsorship.

**LS041/17 1. APOLOGIES FOR ABSENCE**

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

**LS042/17**

**2. MINUTES OF THE LAST MEETING**

On the motion of Cllr Gibson, seconded by Cllr Stephenson 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, 23 October 2017.

**LS043/17**

**3. DISCLOSURE OF INTERESTS**

There were no relevant disclosures of interest.

**LS044/17**

**4. REQUEST FOR DISPENSATION**

There were no requests for dispensation.

**LS045/17**

**5. PROPOSED ARRANGEMENTS FOR MANAGING LOCAL SERVICES**

It was **RESOLVED** to note the proposed Service Level Agreement.

**LS046/17**

**6. SEATS AND BENCHES**

(i) Members expressed their views on this topic and agreed officers should bring forward a further report.

(ii) Members in general supported the principle of asset tagging, but asked officers to explore all the options including the use of machine readable tags or barcodes.

(iii) Members noted the update from the officers but required further information about the general maintenance before making a decision.

**LS047/17**

**7. ASSET TAGGING**

Members indicated their support for the principle of asset tagging, and that a report would, after further research, be made to council as to the options and their cost.

**LS048/17**

**8. TOWN COUNCIL NOTICE BOARDS**

Members asked officers to undertake a further condition survey of the existing notice boards and to bring a further report to the next meeting.

**LS049/17**

**9 DOG WASTE / LITTER BINS**

Members indicated their preferences for new or replacement bins and asked officers to bring details of costing to the next meeting.

**LS050/17**

**10. BUS STOPS**

Members agreed to the proposal that repairs beyond the removal of damaged materials should be held over until a further report could be received on the options for reinforcing the bus shelters.

**LS051/17**

**11. DATE OF NEXT MEETING**

The next meeting of the committee will be held on Monday, 26 February 2018, 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.

**LS052/17**

**12. ALLOTMENT**

It was agreed that the Town Clerk should seek to make contact with the possible occupier of the allotment plot and report back to committee before taking any further steps.

**BERWICK-UPON-TWEED TOWN COUNCIL**

**Minutes of the Town Council People and Communities Committee Meeting held on Monday, 05 February 2018 at 7.00pm in the Town Hall, Marygate, Berwick-upon-Tweed**

**PRESENT:**

Councillors: K Graham (Chair)  
R Bruce  
B Parkin  
G Roughead  
L Stephenson

**IN ATTENDANCE:**

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

**OPEN SESSION**

A member of the public raised the issue of the changed time for the meeting; the Town Clerk explained that it was an exception, but had been advertised lawfully.

**PC038/17 1. APOLOGIES FOR ABSENCE**

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

**PC039/17 2. MINUTES OF THE LAST MEETING**

On the motion of Cllr Roughead seconded by Cllr Stevenson the minutes of the meeting held on Monday, 6 November 2017 were agreed and signed as a correct record.

**PC040/17**

**3. DISCLOSURE OF INTERESTS**

There were no disclosures of interests.

**PC041/17**

**4. REQUEST FOR DISPENSATION**

There were no requests for dispensation.

**PC042/17**

**5. HARD TO REACH COMMUNITIES**

On the motion of Cllr Parkin, seconded by Cllr Stephenson, it was **RESOLVED** to accept the Town Clerk's report and to standardize on the use of the acronym LGBT+.

**PC043/17**

**6. HOMELESSNESS IN THE AREA**

After a debate which included the temporary suspension of standing orders sufficiently to allow a member of another local authority to take part in the debate it was **RESOLVED** without debate that the Town Clerk should contact all interested organizations supporting or providing services to the homeless in Berwick upon Tweed to discuss multi-agency problem solving approaches.

**PC044/17**

**7. PONTOON PROJECT**

It was **RESOLVED** without dispute that the Town Clerk should convene a meeting of interested parties to pursue the formation of a suitable organization to take this project forward.

**PC045/17**

**8. DATE OF NEXT MEETING**

The date of the next meeting would be Monday, 5 March 2018 at 6.30 pm.

## Update on Budget Virements

### Background

1. With a budget being prepared and agreed well in advance of some areas of expenditure, differences between planned and actual expenditure are inevitable. Virements are the mechanism of moving funds into and out of particular areas of the budget to account for changes in expenditure plans.
2. This report details both movement of funds out of particular areas of the budget into the general reserve and the movement of funds in the opposite direction. For sake of completeness, it includes decisions previously made by Council.
3. The main part of the additional expenditure is associated with the office relocation and replacement of office equipment, with other significant items being Hoppa Bus costs, costs for maintaining summer floral displays, equipment storage and allotment repairs.
4. The net impact of the movements detailed is reduction in the general reserve of £3894.

### Virements to general Reserve

What For	Amount	Code	Reason
Rates	4500	4052	Discretionary rate rebate granted
Cleaning	408	4058	Not needed in new office
Software Licence	4000	4100	Specification altered to lower cost
Photocopier Support	710	4105	Cancelled when photocopier was un-repairable
Communications	1000	4251	Identified underspend
Public Seat Maintenance	2000	4500	Identified underspend
Social Media	4000	4903	Identified underspend

Total returned to General Reserve      £16618

### Virements from General Reserve

What For	Amount	Code	Minute	Reason
Replacement phone system	1400	4057	C058/17	to address flaws in cloud based-system
Photocopier	2070	4057	C120/17	to replace un-repairable photocopier
Filing Cabinet	655	4057	C197/17	to address need for secure storage
Relocation IT support	1100	4056	C220/16	to install network in new offices
Previous Office Rent	2500	4050	C220/16	to cover rent while old office remained vacant

Portable PA	65	4057		to replace cost of PA hire
Recording device	85	4057		to replace broken equipment
Neighbourhood Plan Website	110	4106		un-budgetted cost
Floral displays - labour	2327	4509		to cover increased hours
Storage	1000	4512		un-budgetted cost
Allotment repairs	1200	4651	LS026/17	un-budgetted cost
SSP Cleaning	350	4752		to cover increased hours
SSP Maintenance	150	4753		to cover increased costs
SSP Water Inspections	700	4754		to cover increased costs
SSP Weekly Inspections	120	4755		to cover increased costs
Hoppa Bus	4100	5201		to cover extra costs
Freedom Costs	750	5402		un-budgetted event cost
Project Officer Computer	500	4055/6		un-budgetted cost
Project Officer Chair	100	4057		un-budgetted cost
Project Officer Desk pedestal	120	4057		un-budgetted cost
Leaflet Reprint	610	4901	BA035/17	excluded from 16-17 year end figures
Investors Conference	500	5351	C095/17	un-budgetted cost

Total moved from General Reserve      £20512

#### **Virement from Ear Marked Reserve - Bus Shelters Reserve**

What For	Amount	Code	Reason
Bus Shelter Maintenance	1000	4502	un-budgetted cost

#### **Recommendation**

1. Council note the decision of the Budget and Administration Committee and recommend approval of the virements detailed.

## Report of the Town Clerk / Responsible Financial Officer

### Budget Virements

#### Background

1. Council is already in receipt of one report primarily authored by the Finance Officer on the topic of budget virements.
2. In the course of preparing for the final quarter it has become clear that an as yet unquantified underspend has become apparent relating to staffing costs.
3. Part of the reason why this underspend is unquantified is because there are continuing discussions with Northumberland County Council about an invoice relating to 2016-17. The Budget and Administration Committee will be updated about this at their next meeting. Nevertheless it is clear that the resultant underspend may be as much as £30k to £40k.
4. The underspend arises, in part, due to delays in the process of making appointments to a post. The relevance of this may also become apparent in relation to other reports council may receive later in this meeting.
5. At this stage as your officers we are merely flagging up that the report you receive today relating to budget virements may not be the last one you receive on this topic in this financial year.

#### Recommendation

1. That council notes this report.



## BERWICK-UPON-TWEED TOWN COUNCIL

**Minutes of the Town Council Local Services Committee Meeting held on Monday, 23 October 2017 at 6.30pm in the Town Hall, Marygate, Berwick-upon-Tweed**

### **PRESENT:**

Councillors: B Parkin (Chair)  
R Bruce  
A Gibson  
K Graham  
L Stephenson

### **IN ATTENDANCE:**

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

### **OPEN SESSION**

There were no members of the public present.

#### **LS034/17 1. APOLOGIES FOR ABSENCE**

Apologies for absence were received from Cllrs A Bowlas, B Douglas, H Nichols and G Roughead.

#### **LS035/17 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, 25 September 2017.

#### **LS036/17 3. DISCLOSURE OF INTERESTS**

There were no disclosures of interests.

#### **LS037/17 4. REQUEST FOR DISPENSATION**

There were no requests for dispensation.

#### **LS038/17 5. LITTER PREVENTION**

Cllr Stephenson provided an update on the volunteer beach clean and a

discussion took place on the wider issue of volunteer involvement in litter prevention and clear ups.

It was **RESOLVED**, without dissent, to invite a representative of the charity involved in beach clean-ups to attend council and to recommend to council that funding be provided for volunteer litter picking, for notice boards for the anti-litter groups and consumable materials such as bags and gloves.

**LS039/17**

**6. LOCAL SERVICES**

Feedback from the workshop with NCC officers was distributed, and members **RESOLVED** to note the updates provided.

**LS040/17**

**7. DATE OF NEXT MEETING**

The next meeting of the committee will be held on Tuesday 28 November 2017, at 6:30 pm in the Town Hall.

## BERWICK-UPON-TWEED TOWN COUNCIL

**Minutes of the Town Council People and Communities Committee Meeting held on Monday, 06 November 2017 at 6.30pm in the Town Hall, Marygate, Berwick-upon-Tweed**

### **PRESENT:**

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

### **IN ATTENDANCE:**

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

### **OPEN SESSION**

Two members of the public spoke about the need for a welfare rights advice provision in Berwick upon Tweed since the changes to Citizens Advice Bureau services, and indicated their intention to establish such a group.

A further member of the public spoke expressing his concerns about the council's failure to engage with the public.

#### **PC029/17 1. APOLOGIES FOR ABSENCE**

Apologies for absence had been received from: Cllrs B Douglas and H Nichols.

#### **PC030/17 2. MINUTES OF THE LAST MEETING**

On the motion of Cllr Roughead, seconded by Cllr Bruce, the minutes of the meeting held on Monday, 2 October 2017 were agreed and signed as a correct record.

PC031/17

### **3. DISCLOSURE OF INTERESTS**

There were no disclosures of interests.

PC032/17

### **4. REQUEST FOR DISPENSATION**

There were no requests for dispensation.

PC033/17

### **5. FUTURE OF ADVICE SERVICES IN BERWICK-UPON-TWEED**

The report of the Town Clerk was introduced by the chair of the committee and after a debate it was **RESOLVED** on the motion of Cllr Bettison, seconded by Cllr Dixon

1. That staff conduct an audit of local voluntary organizations to better understand the scale and distribution of advice provision in the town, and
2. That council undertake a survey of local residents to better understand which advice services they have used in the last year, and which advice services they have access to.

PC034/17

### **6. DIRECTORY OF VOLUNTARY GROUPS IN BERWICK-UPON-TWEED**

The report of the Town Clerk was introduced by the chair of the committee. During the debate standing orders were suspended sufficiently to allow a member of the public to address the committee and after resuming standing orders and a further debate it was **RESOLVED** on the motion of Cllr Dixon, seconded by Cllr Bettison that the committee considered a Berwick specific directory of voluntary organizations would be useful to residents of the town and that such a directory should be hosted on the council website.

PC035/17

### **7. HARD TO REACH COMMUNITIES**

After the Town Clerk's report was introduced a debate took place to which a number of members contributed. During the debate it was suggested, and agreed without contention, that the issue of homelessness should be on the next agenda, before it was **RESOLVED**, without contention to note the report.

PC036/17

### **8. APPLICATION FOR FINANCIAL ASSISTANCE**

It was **RESOLVED**, subject to the receipt of a completed form, to agree to the grant requested, but to convey to the group in question the committee's suggestions as to future applications.

PC037/17

### **9. DATE OF NEXT MEETING**

The date of the next meeting would be Monday, 4 December 2017 at 6.30 pm.

## BERWICK-UPON-TWEED TOWN COUNCIL

**Minutes of the Town Council Planning Committee Meeting held on Tuesday, 9 January 2018 at 6.30pm in the Ante-Room, Town Hall, Marygate, Berwick-upon-Tweed**

### **PRESENT:**

Councillors:	G Roughead (Chair)	B Douglas
	A Bowlas	A Forbes
	R Bruce	G Smith
	I Dixon	

### **IN ATTENDANCE:**

G Davies, Town Clerk

S Cozens, Assistant to the Clerk

1 member of the public

### **OPEN SESSION**

A local resident raised concerns regarding the Neighbourhood Plan with respect to public engagement, conflicts with consultation documents and the core strategy. A response to these issues was noted.

#### **P077/17 1. APOLOGIES FOR ABSENCE**

Apologies for absence had been accepted from: Cllrs C Lewis and G Thomson.

#### **P078/17 2. MINUTES OF THE LAST MEETINGS**

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

#### **P079/17 3. DISCLOSURE OF INTERESTS**

There were no disclosures of interests.

#### **P080/17 4. REQUEST FOR DISPENSATION**

There were no requests for dispensation.

#### **P081/17 5. LOCAL NEIGHBOURHOOD PLAN**

A draft report will be circulated on Friday regarding the recently published consultation report on car parking needs in Berwick. The responses will be

taken into account before a report is distributed for the meeting of Council on 22 January 2018. It is hoped that an informal meeting will take place for Councillors with representatives of Northumberland County Council.

**P082/17**

## **6. PLANNING TRAINING**

Officers at Northumberland County Council have been contacted, and a response is awaited, regarding members receiving planning training before the Neighbourhood Plan is circulated.

**P083/17**

## **7. APPLICATIONS FOR PLANNING PERMISSION**

### **17/04524/FELTPO**

**Tree preservation order application to fell one mature Spruce tree.**

**17 Castle Terrace, Berwick-upon-Tweed, Northumberland. TD15 1NR**

Members had no comment to make, however, they would request further information on future FELTPO planning applications.

### **17/04576/FUL**

**Proposed extension to existing house and alteration to existing gateway.**

**8 College Place, Berwick-Upon-Tweed. TD15 1DA**

Members would object to the finishing (on grounds of design and appearance) and the impact (out of keeping) on the surroundings which was in a conservation area.

**P084/17**

## **8. PLANNING APPLICATION DECISION LIST**

The decisions provided in the attachments were noted.

**P085/17**

## **9. DATE OF NEXT MEETING**

The date of the next meeting would be Tuesday, 13 February 2018 at 6.30 pm.