

BERWICK-UPON-TWEED TOWN COUNCIL

Minutes of the Town Council Budget and Administration Committee Meeting held on Monday, 15 May 2017 at 6.30pm in the Town Hall, Marygate, Berwick-upon-Tweed

PRESENT:

Councillors: G Roughead (Town Mayor, Chairman up to Item 2)
A Forbes (Chairman from Item 3 onwards)
R Bruce
B Douglas
A Gibson

IN ATTENDANCE:

S Cozens, Assistant to the Clerk
27 members of the public approx.

BA001/17

1. APOLOGIES FOR ABSENCE

There were no apologies for absence.

BA002/17

2. ELECTION OF CHAIR

RESOLVED: That Councillor A Forbes be appointed Chair of the Budget and Administration Committee for the year 2017/2018.

The Chairman took the Chair for the remainder of the meeting.

BA003/17

3. DISCLOSURE OF INTERESTS

There were no disclosures of interests.

BA004/17

4. REQUEST FOR DISPENSATION

There were no requests for dispensation.

BA005/17

5. ELECTION OF A VICE-CHAIR

RESOLVED: That Councillor R Bruce be appointed Vice-Chair of the Budget and Administration Committee for the year 2017/2018.

BA006/17

6. TERMS OF REFERENCE

RESOLVED: To note the Terms of Reference of the Budget and

Administration Committee, agreed by Council, at Appendix A of these minutes.

BA007/17 7. LINE MANAGEMENT OF THE TOWN CLERK

Members **RESOLVED** to defer this item until the next meeting of the committee.

BA008/17 8. DATE OF NEXT MEETING

The date of the next meeting would be Monday, 12 June 2017 at 6.30 pm.

APPENDIX A

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

Section 2 – Accounting statements 2016/17 for

Enter name of smaller authority here:

RESTATE D

	Year ending		Notes and guidance
	31 March 2016 £	31 March 2017 £	
1. Balances brought forward	368218	413107	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	218200	251000	Total amount of precept (or for IDBs, rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	206003	201331	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	98523	64013	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	280075	402507	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	413823	399634	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	401107	469273	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	766176	873440	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. 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

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

and recorded as minute reference:

Signed by Chair at meeting where approval is given:

Asset Register Value Summary

Civic Regalia	£495,150.00
Office Equipment	£9,772.60
Play Equipment	£108,032.00
Other Assets	£260,485.00
Total Asset Value	£873,439.60

Description	Value	Location	Acquired	Source	Disposal Date	Disposal Value
Mayors Gold Chain I	£61,750.00	Town Hall	April 2009	Transferred		
Mayors Gold Chain II	£64,000.00	Town Hall	April 2009	Transferred		
Mayors Gilt & Enamel Medallion & Collar	£9,735.00	Town Hall	April 2009	Transferred		
Mayoress Pendant [Medallion] & Chain	£9,000.00	Town Hall	April 2009	Transferred		
Sheriffs Gold Chain	£143,000.00	Town Hall	April 2009	Transferred		
Sheriffs Pendent [Medallion]	£6,100.00	Town Hall	April 2009	Transferred		
Sheriff's Staff Silver Mounting	£1,200.00	Town Hall	April 2009	Transferred		
Sheriffs Lady Pendant [Medallion]	£4,400.00	Town Hall	April 2010	Transferred	November 2014 [Lost]	£4,400.00
Sheriffs Lady Pendant [Medallion]	£3,305.00	Town Hall	January 2016	Fritorrini Ltd		replacement for lost pendent
Sheriffs Lady Chain of Office	£3,775.00	Town Hall	April 2009	Transferred		
Deputy Mayors Pendant	£500.00	Town Hall	April 2009	Transferred		
Mayors Consort Medallion	£1,000.00	Town Hall	April 2009	Transferred		
Mayors Robe	£7,000.00	Town Hall	April 2009	Transferred		
Sheriffs Robe	£2,000.00	Town Hall	April 2009	Transferred		
Town Clerk Robe	£4,000.00	Town Hall	April 2009	Transferred		
Corporation Mace [sceptre]	£95,000.00	Town Hall	April 2009	Transferred		
Guild Chairman's Badge of Office	£13,285.00	Town Hall	April 2009	Transferred		
Corporation Freeman Chair of Trustees Pendant	£5,100.00	Town Hall	April 2009	Transferred		
Silver Enamel Pendant	£4,000.00	Town Hall	April 2009	Transferred		
Gold Headed Cane [Oldest Freeman]	£2,000.00	Town Hall	April 2009	Transferred		
		Town Hall	April 2009	Transferred		
Silver Tray (presented by Freemasons of Northumberland)	£9,000.00	Town Hall	April 2009	Transferred		
Silver tray (circular, Northumberland Army Cadet Force Centenary Glendale Force)	£1,000.00	Town Hall	April 2009	Transferred		
Silver tray (circular, Northumberland Army Cadet Force Centenary Berwick Force)	£1,000.00	Town Hall	April 2009	Transferred		
Silver Tray (circular, Times Conservation)	£1,000.00	Town Hall	April 2009	Transferred		
Silver Tray (rectangular, A Darling)	£9,000.00	Town Hall	April 2009	Transferred		
Silver Tray (circular, mem. T Evans)	£1,500.00	Town Hall	April 2009	Transferred		
		Town Hall	April 2009	Transferred		
Berwick Amateur Swimming Club Cup [Silver 1912]	£2,500.00	Town Hall	April 2009	Transferred		
Silver Cup [lidded, 1947]	£3,900.00	Town Hall	April 2009	Transferred		

2 x Silver Ashtrays marked J.I.M.S 64/65	£800.00	Town Hall	April 2009	Transferred
Silver Ashtray (Lt Col Collingwood)	£1,500.00	Town Hall	April 2009	Transferred
Silver Cigarette Box (A Darling)	£1,500.00	Town Hall	April 2009	Transferred
Silver Tea Set	£6,000.00	Town Hall	April 2009	Transferred
Silver candlestick	£1,200.00	Town Hall	April 2009	Transferred
Punch Bowl [silver plated, Sidey 1980/1]	£800.00	Town Hall	April 2009	Transferred
Punch Bowl Spoon [silver plated, Easton 1985]	£200.00	Town Hall	April 2009	Transferred
Carriage Clock [plated, presented 1980/1]	£100.00	Town Hall	April 2009	Transferred
Silver plated pen & ink stand	£400.00	Town Hall	April 2009	Transferred
Silver plated Ice Bucket [McClymont 1988]	£400.00	Town Hall	April 2009	Transferred
Small silver plated Vases x2	£200.00	Town Hall	April 2009	Transferred
Silver plated tray [Freemans Guild, Wood]	£100.00	Town Hall	April 2009	Transferred
Silver plated tray [Pennsylvania 1961]	£100.00	Town Hall	April 2009	Transferred
Silver plated tray [Pennsylvania 1971]	£100.00	Town Hall	April 2009	Transferred
Silver plated tray [Pennsylvania 1990]	£100.00	Town Hall	April 2009	Transferred
Silver plated double sided snuff box [Lockie]	£100.00	Town Hall	April 2009	Transferred
Silver plated Cake Basket [Turner]	£100.00	Town Hall	April 2009	Transferred
Silver plated miniature Samovar	£100.00	Town Hall	April 2009	Transferred
Silver Gilt & Enamel Pendant	£800.00	Town Hall	April 2009	Transferred
Lindisfarne Silver Bowl	£2,500.00	Town Hall	April 2009	Transferred
2 x Halberds	£6,000.00	Town Hall	April 2009	Transferred
4 x Pewter Vessels	£1,200.00	Town Hall	April 2009	Transferred
Pottery Jug [Tower Pottery2010]	£700.00	Town Hall	April 2009	Transferred
Oak Writing Desk [18th C?]	£2,500.00	Town Hall	April 2009	Transferred
Oak Tantalus [19 C?, presented by Carmichael 1978/9]	£1,000.00	Town Hall	April 2009	Transferred
Miniture Bureau [19th C]	£1,000.00	Town Hall	April 2009	Transferred
Silver Mounted Bowling Ball [Bowling Club opening memorial 1885]	£500.00	Town Hall	April 2009	Transferred
Ebonised Ink Stand [1888/9, Norman]	£500.00	Town Hall	April 2009	Transferred
Total Civic Regalia	£499,550.00			£4,400.00
less Disposal Value	£4,400.00			
Net Value	£495,150.00			

Description	Make	Value	Purchase Date	Location	Disposal Date	Disposal Value
Photocopier	Ricoh Afico 2027	£995.00	August 2008	Town Council Office	October 2012	£995.00
Photocopier	Ricoh MPC 2000	£3,455.00	October 2012	Town Council Office		
Laptop 1	Acer	£505.00	September 2008	Town Council Office		
Laptop 2	Lenovo	£450.00	November 2011	Town Council Office		
Laptop 3	Lenovo	£550.00	May 2012	Town Council Office		
Printer 1	HP Laserjet Printer	£606.00	September 2008	Town Council Office		
Printer 2		£60.00	April 2010	Councillor Home		
Printer 3		£60.00	April 2010	Councillor Home		
Desk Top 1	HP ProDesk	£352.00	July 2015	Town Council Office		
Desk Top 2	HP ProDesk	£352.00	July 2015	Town Council Office		
Desk Top 3	HP ProDesk	£352.00	July 2015	Town Council Office		
Computer Monitor x3	AOC	£233.00	July 2015	Town Council Office		
Server	Hewlett Packard	£1,400.00	November 2011	Town Council Office		
Server associated items	various	£884.00	November 2011	Town Council Office		
Power stabilisation unit	APC	£260.00	July 2012	Town Council Office		
Smart Switch		£105.00	September 2012	Town Council Office		
phone x 3	BT polycom VVX 300	£330.60	September 2015	Town Council Office		
Sound Recording Equipment	Zoom	£162.00	July 2014	Town Council Office		
Fridge	Electrolux	£120.00	October 2010	Town Council Office		
Mini Kitchen [MK19]	John Strand	£715.00	September 2011	Town Council Office	February 2017	£715.00
Berwick Picture		£150.00	January 2009	Town Council Office		
Filing Cabinets 3 @149	Bisley	£447.00	February 2017	Town Council Office		
Fire Safe Cabinet	Phoenix	£649.00	February 2017	Town Council Office		
	Total Value	£11,482.60			Total Disposal	£1,710.00
	less Disposal	£1,710.00				
	Net Value	£9,772.60				

Description	Make	Location	Value	Purchase Date	Disposal Date	Disposal Value
Xmas Lights - Feature Displays x 30	Blachere	Depot	£2,500.00	Transferred October 2010		
Xmas Lights - LED Rope Lights	Blachere	Depot	£7,300.00	October 2011		
X-mas Lights Hubble x 11	Blachere	Depot	£5,400.00	November 2012		
Xmas Lights - LED Rope Lights	Blachere	Depot	£975.00	November 2012		
X-mas Lights tree lights	Lights 4 Fun	Depot	£400.00	November 2012		
X-mas Lights tree lights	Lights 4 Fun	Depot	£600.00	November 2013		
X-mas Lights Hubble	Blachere	Depot	£1,300.00	November 2013		
X-mas Tree stands	bespoke	Depot	£820.00	November 2013		
X-mas Lights -Papyrus x 10	Blachere	Depot	£2,720.00	October 2016		
X-mas Lights -Vagabondage x 53	Blachere	Depot	£15,688.00	October 2016		
X-mas Lights -Eclats Neigeux x4	Blachere	Depot	£1,884.00	October 2016		
X-mas Lights -Luminous Ceilings	Blachere	Depot	£3,270.00	October 2016		
X-mas Lights -Multi coloured static x12	TCL	Depot	£366.00	October 2016		
X-mas Lights -Multi function white x3	TCL	Depot	£116.00	October 2016		
Heritage Bus Shelters [2 bay] x 8	Clear Channel	Various	£25,120.00	Transferred March 2012		
Heritage Bus Shelters [3 bay] x3	Clear Channel	Various	£10,260.00	Transferred March 2012		
Heritage Bus Shelters [enclosed] x2	Clear Channel	Various	£7,600.00	Transferred March 2012		
Standard Bus Shelters x12	Clear Channel	Various	£15,000.00	Transferred March 2012		
Standard Bus Shelter	MoreThan	By Asda	£3,172.00	September 2015		
Standard Seats [168]	Various	various	£50,400.00	Transferred April 2012		
Serpent Seats [large x 44]	Logic	various	£33,000.00	Transferred April 2012		
Serpent Seats [small x 71]	Logic	various	£39,500.00	Transferred April 2012		
Serpent Seats [large x 8]	Logic	various	£6,000.00	June 2012		
Serpent Seats [small x 6]	Logic	various	£3,330.00	June 2012		
Litter Bins 10 @ 125	Broxap	various	£1,250.00	February 2013		
Litter Bins 5 @ 160	Broxap	various	£800.00	February 2013		
Litter Bins 5 @ 125	Broxap	various	£625.00	May 2014		
Litter Bins 5 @ 160	Broxap	various	£800.00	May 2014		
Litter Bins 6 @ £230	Broxap	various	£1,380.00	November 2015		
Litter Bins 9 @ £230	Broxap	various	£2,070.00	February 2016		
Litter Bins 8 @ £230	Broxap	various	£1,840.00	September 2016		
Novelty Litter Bin 3@ 195	Glasdon	various	£585.00	February 2017		
Novelty Litter Bin 1 @ 285	Glasdon	various	£285.00	February 2017		

Novelty Litter Bin 1 @ 247	Glasdon	various	£247.00 February 2017
Bag Dispensers & poles 2@ £110	Wybone	various	£220.00 July 2015
Rose Arches		Rose Garden	£3,650.00 February 2013
Jubilee Lamp	Urbis	Marygate	£4,600.00 April 2013
Bowser		Depot	£3,500.00 April 2011
Replica Stocks	bespoke	Marygate	£850.00 January 2014
CCTV Cameras 2 @ 531	AGS Safety & Security	various	£1,062.00 July 2016
		Total Value	£260,485.00

Allotments

Site Name	Address	Number of plots	Asset Value [£]
Blakewell Gardens	Bowers Crescent, Tweedmouth	3	0
Five Arches Playing Field	Ord Road, Tweedmouth	4	0
Old Kelso Railway Line	Cornhill Road, Tweedmouth	1	0
St Bartholomew's Crescent	St Bartholomew's Crescent, Spittal	1	0

Play Areas

Site Name	Address	Asset Value [£]
Spittal Pavillion	South Greenwich Rd, Spittal	0
Spittal Spalsh Park	South Greenwich Rd, Spittal	0
Greenhaven	Golf Course Rd, Berwick	0
Osbourne Place	Osbourne Pl, Osbourne Rd, Tweedmouth	0
Grove Gardens South	Grove Gardens South, Grove Gardens, Prior Park, Tweedmouth	0
Springdale	Springdale, Dean Drive, Prior Park, Tweedmouth	0
Flagstaff Park	Flagstaff Park, Golf Course Rd, Berwick	0
Five Arches	Ord Drive, Tweedmouth	0
Newfields	Newfields, Berwick	0
Eastcliffe	Highcliffe, Spittal	0
Highcliffe	Highcliffe, Spittal	0

Site	Item	Manufacturer	Year Purchased	Value
Highcliffe	Play Equipment	Wicksteed	2012	3500
	Yo-Yo Swing	Wicksteed	2011	[transferred]
	Electro Rock Multi Unit	Wicksteed	2011	[transferred]
	Flymobile Overhead Rotator	Wicksteed	2011	[transferred]
	Set of Twin Zig Zag Twisters x	Wicksteed	2011	[transferred]
		Total Value		
Osbourne Place	Swing 1	Kompan	2017	2020
	Swing 2	Kompan	2017	940
	Crumb Net	Kompan	2017	5200
	Carousel with bars	Kompan	2017	1680
	Albatross	Kompan	2017	1560
	Springer 1	Kompan	2017	610
	Springer 2	Kompan	2017	440
	Embankment Slide	Kompan	2017	2520
Grove Gardens South	Swing set	Prouludic	2017	6535
	Roll-up	Prouludic	2017	1670
	Rodeoboard	Prouludic	2017	3690
	Altima Climbing Challenge	Prouludic	2017	2550
Flagstaff Park	Springer 1	Kompan	2017	540
	Springer 2	Kompan	2017	590
	Seesaw 1	Kompan	2017	1120
	Tree House	Kompan	2017	4230
	Crumb Net	Kompan	2017	6823
	Swing 1	Kompan	2017	1912
	Embankment slide	Kompan	2017	3400
	Exercise Net	Kompan	2017	11794
	Carousel with bars	Kompan	2017	1890
	Saturn Carosel	Kompan	2017	4610
	Birds Nest swing	Kompan	2017	2510
	Dou Somersault	Kompan	2017	650
Seesaw 2	Kompan	2017	1700	

Hang Bridge	Kompan	2017	1430
Swing 2	Kompan	2017	2187
Trampoline	Kompan	2017	2684
Disabled swing	Kompan	2017	2047
	Play Equipment Total		£108,032

Play Equipment Transferred to BTC during 2016 at zero cost

Site	Item	Manufacturer	Year Purchased	Value
Five Arches				
Greenhaven				
	Multiplay Unit	Proludic Ltd		
	Rocker - Gyro	Proludic Ltd		
	Rocker - Seesaw	Proludic Ltd		
	Roundabout	Proludic Ltd		
	Slide	Proludic Ltd		
	Slide - Embankment	SMP (Playgrounds) Ltd		
	Stepping Log - Rocker - Green	HAGS Play Ltd		
	Stepping Log - Rocker - Red	HAGS Play Ltd		
	Swing - Junior - 1 Bay 3 Seat (2800mm)			
	Swing - Toddler - 1 Bay 1 Seat (2400m)			
Newfields				
	8ft Flexi Swing c/w Basket Seat	Wicksteed Playscapes		
	8ft Flexi Swing - 1 bay Cradle Seat	Wicksteed Playscapes		
	Nursery Rhyme - Simple Simon	Wicksteed Playscapes		
	Heras Security Fencing	Wicksteed Playscapes		
Spittal Pavilion				
	Climber - Multi	HAGS Play Ltd		
	Multitplay	HAGS Play Ltd		
	Rocker - Bike	HAGS Play Ltd		
	Rocker - Daisy	HAGS Play Ltd		
	Rocker - Multi-Pondo	HAGS Play Ltd		
	Swing - Junior - 1 Bay 2 Seat	Sutcliffe Play Ltd		
	Swing - Toddler - 1 Bay 2 Seat	Sutcliffe Play Ltd		
	Trail - Balance	Playdale Playgrounds Ltd		
Springdale				
	Balance Trail	Playdale Playgrounds Ltd		
	Multiplay - Toddler	Playdale Playgrounds Ltd		

Rocker
Rocker - Bike
Rocker - Horse

Playdale Playgrounds Ltd
Playdale Playgrounds Ltd
Playdale Playgrounds Ltd

Spittal Splash Park

Water Pump
Water Pump - Surface
Water Spout
Water Spout - Surface

Kaiser & Kuhne

Kaiser & Kuhne

Eastcliffe Skate Park

Custodian	Address 1	Address 2	Address 3	Address 4	Post Code
Berwick-upon-Tweed Town Council	Berwick Workspace	Boarding School Yard	90 Marygate	Berwick-upon-Tweed	TD15 1BN
Guild of Freeman of Berwick-upon-Tweed		Town Hall	Marygate	Berwick-upon-Tweed	TD15 1BA

Description	Identification	Value	Custodian
Lenovo Laptop		£450.00	Town Council
Berwick Picture		£150.00	Town Council
Fridge		£129.99	Town Council
1 outside printer		£60.00	Town Council J Beresford
Bowser		£3,500.00	Depot
Xmas Lights		£8,000.00	Depot
		£789.99	
Printer	Councillor home	£60.00	December 2010

Section 1 – Annual governance statement 2016/17

We acknowledge as the members of:

Enter name of
smaller authority here:

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:

and recorded as minute reference:

Signed by Chair at meeting where approval is given:

Clerk:

*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.

Northumberland County Council Area Councils

Background

1. Members are invited to note the background papers, available from Google Drive or the NCC website, explaining the role of NCC's new Local Area Councils and the changes to the process by which Town and Parish Councils will be consulted on Highways schemes and the Local Transport Plan.
2. The new Area Councils will include the determination of development control matters alongside their existing functions on local consultation, highways and local services matters.
3. Early indications are that set meetings will take place on a bi-monthly basis, with additional meetings to consider development control matters being held on an ad hoc basis.
4. It appears that the Area Councils will continue to offer a facility for public question time.

Issues

1. Members are invited to note the proposal of NCC / NALC that representation at the Town and Parish Council Liaison Group in future be made up of the members of the NALC County Committee. Member's feedback on the proposal is invited.
2. Members are invited to note that there are, in some cases, short timescales for consultations on issues such as experimental traffic schemes / Traffic Regulation Orders. Members are invited to consider whether they wish to delegate to the Town Clerk authority to respond to such consultations after an electronic consultation of elected members.
3. Members are also invited to note that an individual member should only speak at an Area Council on behalf of this council on a matter which the council has previously decided. This does not preclude a member speaking as an individual, but it may be helpful if members doing so indicate when they are speaking in an individual capacity.
4. Similarly, it may be that council wishes to make clear, via its minutes, when it wishes a nominated councillor or officer to speak on behalf of the council at external meetings.
5. It is still a settled matter of law that where a councillor has taken part in a decision of a consultee body to oppose or support a development control application, they should seek the opinion of the Monitoring Officer or his representative before taking part in, or voting on the consideration of the matter at Northumberland County Council, either in the Area Council or the Strategic Planning Committee. All members of council may wish to bear this in mind, since the reticence of dual hatted councillors to speak on development control matters at this level, so as to preserve their right to participate at the decision making level, is often mistaken for 'fence sitting' when it is merely prudent good practice.

6. Any proposals to devolve more decisions to Area Council level constitute an opportunity for parish and town councils, and council may wish to consider whether it instructs its officers to prioritize work intended to better inform elected members at this level about the proposals emerging from NCC, and to report back on all Area Councils that consider matters other than development control.

Recommendations

1. That council consider whether it wishes to nominate in advance of any external meeting the officers or elected members who shall speak on its behalf at the meeting,
2. That council instructs the Town Clerk to make appropriate arrangements to ensure the proceedings of the Area Council are reported to members in a timely fashion,
3. That council delegates to the Town Clerk power to respond on its behalf to consultations on non strategic matters provided some form of electronic consultation has been undertaken,
4. That Council delegates to the Local Services Committee the responsibility to consider which Highways Schemes should be a priority for Berwick upon Tweed, and to make appropriate proposals to council in a timely fashion to enable council to take part in NCC's consultation,
5. That council instructs the Town Clerk to work co-operatively with NCC officers to ensure Berwick-upon-Tweed is not overlooked in any further proposals for devolution of services or powers, and
6. Members are invited to provide guidance to the Town Clerk and members participating in meetings with NCC as to the Town Council's priorities in working with NCC for the benefit of the town of Berwick upon Tweed.

Review of Governance / Hoey Ainscough Report

Background

1. Hoey Ainscough Associates were invited by NCC to undertake a review of Berwick upon Tweed Borough Council in 2016. The review report has previously been discussed and published by this council, and actions have been taken to address the recommendations of the report.
2. Council committed to reviewing its actions in relation to the report's recommendations, and the inception of a new council is a good time to both review the progress made, and to remind members of the commitments this council made, corporately, and of the commitments that were made by councillors as individuals.
3. This report will not precis the Hoey Ainscough report, but lists the recommendations from the Hoey Ainscough report, numbered as they were in the original report, and below each provides an update on actions taken or progress made.

Recommendations

1. That council endorses the proposed responses, below, and delegates to the Town Clerk authority to communicate them to the Interim Chief Executive of Northumberland County Council and the Chair of its Standards Committee.

Summary list of recommendations from the Hoey Ainscough Report

R1 All councillors should give an individual signed undertaking to treat fellow councillors and officers with respect and not to make personal attacks on individuals either in public or in private. Until such respect is shown the council cannot move forward.

Response: Council adopted this recommendation as its policy, and resolved, in January 2017, to ask all newly elected and re-elected councillors to give a similar commitment after the elections of May 2017. Members are therefore invited to endorse this policy and to offer such a commitment.

R2 All councillors should undertake that, where they have concerns about the way a decision has been made or a procedure followed they should discuss this with the clerk and the clerk should be allowed to give a ruling with reasons as to whether or not the concern is legitimate. Where the concern is legitimate such a ruling should include the steps needed either to rectify the matter or the changes needed to prevent the matter re-occurring.

Response: Council has adopted a policy on rulings by the Proper Officer, which is now enshrined in your Standing Orders, but, as ever, the starting point for good working relationships is for members with any concerns to raise them informally with the Town Clerk.

R3 The council should allocate official email accounts to councillors to be used when communicating on council matters or when councillors communicate with residents about council matters.

Response: This action has now been completed.

R4 The town council should collectively agree a social media policy which makes clear that, while social media can and should be used by individuals to promote policy debate and communicate with the public, attacks on the integrity of individuals are not appropriate.

Response: Council has a social media policy, published on its website. Council added to its social media policy, a preface that states.

‘All members of Berwick upon Tweed Town Council are asked to give an undertaking to treat fellow councillors and officers with respect and not to make personal attacks on individuals either in public or in private. Social media activity of any kind is covered by that undertaking, and breach of the undertaking may bring Berwick upon Tweed Town Council into disrepute.’

R5 The council needs to consider progress so far in implementing the Warren Report and agree an action plan to complete its implementation where appropriate.

Response: Council has substantially implemented the Warren Report and associated recommendations, and is working towards its corporate goal of being a well run council. Part of this process is the Annual return for 2016-17 and the successful completion of the Internal Audit process.

R6 The council needs a clear process for setting agenda which is understood by all officers and members. Agendas should set out clearly what the item is about and should normally have reports to support the agenda items.

Response: Council now has a Forward Plan and a robust agenda setting process.

R7 The council needs to agree a consistent approach to minute-taking and minutes need to record clearly what has been decided.

Response: Council's approach to minute taking is recorded in the Procedures Manual, and is based on best practice.

R8 The council needs to review its scheme of delegation and ensure that all officers and members understand what has been delegated to whom.

Response: Reports and minutes now make clear where and when delegations take place, and officer training in 2017-18 will further address the issue of officers' understanding of powers, duties and delegations.

R9 All members need to be familiar with standing orders. The council needs to ensure meetings are run more effectively and efficiently by methods such as enforcing a '3 minute' speaking rule and effective use of motions to move to next business. A chair needs to be seen as impartial and to be supported by members in applying rules effectively and equitably.

Response: As a result of this recommendation Standing Orders were amended, and the practice of drawing members attention to relevant Standing Orders by including them with the agenda was adopted.

R10 The council should work to put in place a methodology to allow an incoming council to develop a strategic plan for its term of office, to be agreed by the council collectively.

Response: This item of work will return to your agenda in July 2017.

R11 The council should review its communication strategy in conjunction with the public to evaluate its effectiveness and ensure that the public understands the work of the town council, is engaged in developing a vision for Berwick and is able to participate more fully in local decision making.

Response: The development of a communications strategy will follow on from the strategic plan.

R12 The council chair and clerk should look to learn from and share best practice with outstanding local councils.

Response: Council was recommended to resolve to invite NALC to recommend suitable partners and opportunities for CPD for the Proper Officer and Chair. This work is ongoing.

R13 The council should develop a comprehensive and ongoing training and development strategy.

Response: As members of NALC and NEREO council have significant access to expert help for both staff development and member development, but council needs no reminding of the significant travelling distances involved in some of the face to face training on offer or the costs involved. Council is invited to note the separate recommendation on the agenda concerning the creation of a clear budget heading for training and development.

R14 The council should develop an agreed understanding of the role and expectations for individual councillors when they are acting as full council, as committee members, as ward representatives and as representatives of the council externally.

Response: Council is invited to note the separate report on Area Councils which contributes to the work of defining the councillor role, and that council awaits with interest the training programme for 2017 from NALC.

R15 The council needs as a matter of priority to decide what role it wants for its clerk and what skills are essential and should undertake a thorough recruitment exercise with support where appropriate to ensure it identifies the best candidate.

Response: Council has completed its recruitment exercise which addressed these concerns.

R16 The council needs to review its staffing structure to ensure that it is fit for purpose and allows it to deliver on its key priorities and that the clerk is supported in fulfilling their role.

Response: Council has previously committed to undertaking a staffing review, but the view of the Town Clerk is that such a review should wait for the outcome of the process of deciding upon a strategic direction for the council.

R17 The council should ensure job descriptions and objectives are kept up to date and there is a proper performance appraisal system.

Response: Members are invited to note that the proposals for a training budget spring directly from the completion of staff appraisals in April 2017.

R18 The council should agree a system to regulate members' time in the office during working hours to ensure an appropriate balance between an individual councillor being able to carry out their role effectively and officers being able to carry out their duties within working hours.

Response: In January 2017 Council responded "Councillors need to be able to access officers and consult with them. Currently councillors have no certainty as to when officers will be available, and risk being unable to see officers because of prior engagements. Council is therefore recommended to resolve to have set office hours when councillors may call in for administrative reasons (e.g. to collect papers) and to

instruct the Town Clerk to make available three hours per week for half hourly appointments with councillors.” The bulk of these issues have been resolved by the move to a new office with appropriate entry control, and the Weekly calendar process which council has approved will help members better understand when officers are available.

R19 Where Berwick-upon-Tweed Town Council needs to use external support to comply with these recommendations, they should consult with Northumberland County Council before agreeing such support to ensure they have considered all the options and are obtaining expert advice at value for money.

Response: Council has worked closely with Northumberland County Council and acknowledges its support throughout the period of appointment of the Interim Town Clerk.

R20 Berwick-upon-Tweed Town Council should report on its progress in implementing this action plan to the monitoring officer of Northumberland County Council in 6 months and again in 12 months after the date of this report.

Response: This report is part of that process.

Section 3 About Your Organisation

Name of Organisation; Royal British Legion, North Northumberland Branch

What type of organisation are you (please tick)

Registered Charity

Unregistered Community Group/Club/Society

Other (please state):

Do you have a set of rules or a constitution (please tick)?
(please supply a copy if this is your first application to BTC)

Yes

No

Where does your organisation work (please tick)?

Just in the Berwick, Tweedmouth and/or Spittal area

Regionally in the North East and/or Southern Scotland

Throughout North Northumberland

Nationally

For the most recent financial year please state:

Income £2,741.26

Expenditure £1,179.63

Year end balance £19,122.33

What does your organisation do?

Assist with welfare for former members of all the Armed Forces

How many people take part in your activities each year? Varies

How many people are involved in your organisation? 135 members in North Northumberland

Committee: 10

Paid Staff (FTE) 1 based in Newcastle covering the whole of the North East

Section 4 Your Project

Describe your project [Continue on a separate sheet as necessary; include any drawings or plans of your project that will help explain what it is about]

To cover the cost of the hire of the Guild Hall on the 24th June, 2017 as part of Armed Forces Day activities in Berwick-upon-Tweed

Why is it needed? (include details of any research you have carried out to identify the need and describe any specific benefits for the people of Berwick, Tweedmouth and Spittal).

There will be displays, for the public to look at, in the Guild Hall relating to Armed Forces Day which is a National event held throughout the Country.

How will you measure the success of your project?

By the number of residents and visitors who visit the Guild Hall on the 24th June to look at the displays and memorabilia and have coffee/tea

What is the total cost of your project? £134.00 (invoice attached)

Please provide a project budget

Have you asked any other organisation for help to fund the project?

If yes, please give details below

Yes

No

x

Organisation	Amount requested	Outcome

Section 4 Your Project (continued)

What will the Town Council grant be used for?

Item	Cost	Purchased or hired?	Town Council Contribution
Hire of the Guild Hall (as per attached invoice)	£134	hire	
Total requested from Town Council			

How will you publicise the Town Council's assistance (for example at the event and/or in publicity or other material)?

Last year the Town Council kindly gave assistance for the hire of the Guild Hall for use on Armed Forces Day and perhaps the same publicity of the Town Council could be used as last year

What will happen if you are not given funding at this time?

We can make another arrangement for payment so this important event for Berwick-upon-Tweed will not be lost

Declaration

I, the undersigned, declare that:

1. I am authorised to make the application on behalf of the applicant organisation
2. I certify that the information contained in this application is correct
3. If the information in the application changes in any way I will inform Berwick Town Council
4. I understand that any grant may only be paid when confirmation of specific expenditure, e.g. an invoice, is available
5. I give permission for the Town Council to record the details of my organisation electronically and to contact my organisation by phone, mail or email with information about its activities and about funding opportunities.
6. I undertake to supply Berwick-upon-Tweed Town Council with a report on how all funds were spent within six months of receiving any grant.
7. I undertake to retain **all** receipts and invoices relating to the project as evidence of expenditure, and to make these available for inspection if required.
8. I understand that Berwick Town Council reserves the right to recover any amounts given in the event that the conditions the grant is made under are not fulfilled or the organisation ceases to exist

Signed F I Simpson..... on behalf of .Royal British Legion, North Northumberland Branch.....

Name (please print): Flora Simpson.....Date:14th June 2017
.....

Checklist

Please enclose the following with your application. We will only process your application when we have received them

Constitution or set of rules	
Latest annual accounts or balance sheet	
Copy of a bank statement less than 3 months old	
Equal Opportunity Policy (If applicable)	
Child Protection or Vulnerable Adult Policy (If applicable)	
Copies of written estimates/quotes for any building or other work	
Copies of catalogue pages/quotes for any equipment purchase or hire	

Please keep a copy of this application

Please note that any grant will only be paid when copies of any licenses, permissions etc. related to the project, such as licences for drink or entertainment or permissions for road closures or planning, are provided to Berwick Town Council



Council
Item 20
Appendix L
Tuesday, 20 June 2017

Date	What decision is requested	Why does this decision need to be made	Who requested it?	When does it need to be made?	Outcome
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
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

Date	What decision is requested	Why does this decision need to be made	Who requested it?	When does it need to be made?	Outcome
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	

BERWICK-UPON-TWEED TOWN COUNCIL

Minutes of the Town Council Budget and Administration Committee Meeting held on Monday, 12 June 2017 at 6.30pm in the Town Hall, Marygate, Berwick-upon-Tweed

PRESENT:

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

IN ATTENDANCE:

G Davies, Town Clerk

S Cozens, Assistant to the Clerk

Cllrs A Bowlas and G Smith

No members of the public were present. The Chair invited Cllrs Bowlas and Smith to sit at the committee table with the members of the committee, and it was **RESOLVED** unanimously to suspend Standing Orders sufficiently to allow them to speak during the meeting.

BA009/17 1. APOLOGIES FOR ABSENCE

There were no apologies for absence.

BA010/17 2. MINUTES OF THE LAST MEETING

The minutes of the meeting held on Monday, 15 May 2017 were unanimously agreed on the motion of Cllr Roughead, seconded by Cllr Bruce, and signed as a correct record.

BA011/17 3. DISCLOSURE OF INTERESTS

There were no disclosures of interests.

BA012/17 4. REQUEST FOR DISPENSATION

There were no requests for dispensation.

BA013/17 5. LINE MANAGEMENT OF THE TOWN CLERK

It was proposed by Cllr Roughead, seconded by Cllr Bruce, and **RESOLVED** by three votes to none that the line management committee for the Town Clerk be comprised of the Chair and Vice-Chair of the Budget and Administration Committee, and the Mayor.

BA014/17 6. ANNUAL RETURN

It was unanimously **RESOLVED** to note the timetable for the Annual Return.

BA015/17 7. STAFF TRAINING

It was **RESOLVED** on the motion of Cllr Roughead, seconded by Cllr Gibson, that the committee recommend to council

- a) that a virement of £3300 be made from operational reserves to the Administration: Staffing cost centre for training and subscriptions, and
- b) the Town Clerk be given authority to allocate funding from within this budget to the purposes described in paragraphs 1-7 of the report,
- c) and that the Town Clerk consult with the Committee Chair before entering into any commitments except those specified above.

BA016/17 8. WEEKLY CALENDAR

It was unanimously **RESOLVED** that the committee approve the principle of the weekly calendar of staff whereabouts, and that the committee should add the review of the calendar after three months to their forward plan.

BA017/17 9. DATE OF NEXT MEETING

The date of the next meeting would be Monday, 10 July 2017 at 6.30 pm.

Council RESOLVED that under the Public Bodies (Admission to Meetings) Act 1960 it was appropriate to exclude the media and public from the discussion of the following business on the basis that public discussion might prejudice the Council's position and staffing issues might be

discussed.

BA018/17

10. INTERNAL AUDIT ACTION PLAN

It was unanimously **RESOLVED** to note the Internal Audit report, and to add work necessary to address the issues raised by the Internal Auditors to the committee's Forward Plan, which would be brought to the next meeting.

DRAFT

BERWICK-UPON-TWEED TOWN COUNCIL

Minutes of the Town Council Planning Committee Meeting held on Monday, 15 May 2017 at 6.30pm in the Town Hall, Marygate, Berwick-upon-Tweed

PRESENT:

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

IN ATTENDANCE:

S Cozens, Assistant to the Clerk
27 members of the public approx.

P001/17 1. APOLOGIES FOR ABSENCE

There were no apologies for absence.

P002/17 2. ELECTION OF CHAIR

RESOLVED: That Councillor G Roughead be appointed Chair of the Planning Committee for the year 2017/2018.

Councillor G Roughead, having taken the Chair for Items 1 and 2 in his role as Town Mayor, took the Chair for the remainder of the meeting.

P003/17 3. DISCLOSURE OF INTERESTS

There were no disclosures of interests.

P004/17 4. REQUEST FOR DISPENSATION

There were no requests for dispensation.

P005/17 5. ELECTION OF A VICE-CHAIR

RESOLVED: That Councillor A Bowlas be appointed Vice-Chair of the

Planning Committee for the year 2017/2018.

P006/17

6. TERMS OF REFERENCE

RESOLVED: To note the Terms of Reference of the Planning Committee, agreed by Council, at Appendix A of these minutes.

P007/17

7. DATE OF NEXT MEETING

The date of the next meeting would be Tuesday, 30 May 2017 at 6.30 pm.

APPENDIX A

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

BERWICK-UPON-TWEED TOWN COUNCIL

**Minutes of the Town Council Planning Committee Meeting held on Tuesday, 18 April 2017
at 6.30pm in the Ante-Room, Town Hall, Marygate, Berwick-upon-Tweed**

PRESENT:

Councillors: G Roughead (Chair)
I Dixon
A Forbes
C Seymour
G Smith

IN ATTENDANCE:

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

OPEN SESSION

The meeting was asked if they had any knowledge of the start date for work to commence on the Premier Inn development. It was explained that applicants had 3 years from when planning permission was granted to start work.

Concerns and issues were raised regarding the amended Planning Application for 19 Glamis Hill, Berwick-upon-Tweed. Members asked the Assistant to the Clerk to request that the application be determined by NCC Planning Committee rather than delegated powers.

P084/16 1. APOLOGIES FOR ABSENCE

Apologies for absence had been accepted from: Councillor J Lang.

P085/16 2. MINUTES OF THE LAST MEETING

The minutes of the meeting held on Tuesday, 21 March 2017 were agreed and signed as a correct record.

P086/16 3. DISCLOSURE OF INTERESTS

Councillor I Dixon declared a personal interest in Item 6, Application 17/01087/VARYCO (Camphill Farm Steading, Camphill, Berwick-upon-Tweed. TD15 1UU);

Councillor G Roughead declared a personal interest in Item 6, Application 17/01087/VARYCO (Camphill Farm Steading, Camphill, Berwick-upon-Tweed. TD15 1UU);

Councillor C Seymour declared a personal interest in Item 6, Application 17/01087/VARYCO (Camphill Farm Steading, Camphill, Berwick-upon-Tweed. TD15 1UU).

P087/16

4. REQUEST FOR DISPENSATION

There were no requests for dispensation.

P088/16

5. LOCAL NEIGHBOURHOOD PLAN

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

P089/16

6. APPLICATIONS FOR PLANNING PERMISSION

17/00180/PREAPP

Change to previous planning approval 13/00471/FUL and amendment to N/06/B/0714. Pre-application advice for changing approval from apartments 7-13 into houses (this area of site is under 1hectare).

Former Blackburn And Price Garage, Palace Street East, Berwick-upon-Tweed, Northumberland. TD15 1HN

Members felt that the development was too high in a residential and conservation area.

17/00894/FUL

Replace 3no. UPVC windows and 1no. door on east elevation and 1 no. timber window with astragals on west elevation; replace stone lintel and sill; installation of radon gas barrier; underpinning; build fire rated party wall in attic; timber and damp treatment; new kitchen and bathroom; new hot water and central heating system; upgrade electrical system.

61 Middle Street, Spittal, Northumberland. TD15 1RZ

No objections.

17/01036/FUL

Resubmission of 16/01514/FUL: Proposed construction of 2No 1 1/2 storey, semi-detached dwelling houses.

The Grove, 143 Etal Road, Tweedmouth, Berwick-upon-Tweed,

Northumberland. TD15 2DU

Members objected due to overshadowing and felt that the concerns of neighbours, as well as comments made by Northumbrian Water, should be taken into account.

17/01060/PRUTPO

Works to trees protected by TPO: 30% crown reduction due to shading and starting to grow through telephone wires.

13 Blakewell Gardens, Tweedmouth. TD15 2HJ

No objections.

17/01087/VARYCO

Variation of condition 4 (parking scheme) pursuant to planning permission 14/02613/FUL in order to revise scheme for parking and garages.

Camphill Farm Steading, Camphill, Berwick-upon-Tweed. TD15 1UU

No objections.

17/01106/FUL

Proposed window replacements.

Guest Accommodation, The Walls, 8 Quay Walls, Berwick-upon-Tweed, Northumberland. TD15 1HB

Members had no objection to windows being replaced, however, they felt that they should be replaced like for like, i.e. single glazing windows with single glazing windows.

17/01112/FUL

Proposed change of use of building from office to licensed restaurant / cafe + minor external alterations.

Quayside, Berwick-upon-Tweed. TD15 1HB

No objections.

17/01142/COU

Change of use from A2 to class D1 training facility for learning disabled

clients.

1-3 Foul Ford, Berwick-upon-Tweed, Northumberland. TD15 1HQ

No objections.

17/00099/COU

Retrospective change of use from wedding parlour to nail bar/beauty bar.

The Berwick Wedding Parlour 14 Castlegate Berwick-upon-Tweed

Northumberland TD15 1JT

No objections.

17/01284/FUL

Proposed construction of rear extension to form enclosed porch and window alteration.

Lions House The Walls Berwick-upon-Tweed Northumberland TD15 1JG

No objections.

17/01285/LBC

Listed Building Consent - proposed construction of rear extension to form enclosed porch and window alteration.

Lions House The Walls Berwick-upon-Tweed Northumberland TD15 1JG

No objections.

P090/16

7. PLANNING APPLICATION DECISION LIST

The Assistant to the Clerk would enquire if the Town Council could receive all Planning Applications for comment including those that aren't currently received. For example 'Discharge of Conditions' applications.

The decisions provided in the attachment were noted.

P091/16

8. DATE OF NEXT MEETING

The date of the next meeting would be Tuesday, 30 May 2017 at 6.30 pm.