

Date: 21/12/2017

Berwick upon Tweed Town Council Current Year
Barclays Current A/c

List of Payments made between 02/12/2017 and 21/12/2017

Date Paid	Payee Name	Cheque Number	Amount Paid	Order number	Invoice Number	Purpose
02/12/2017	Wireless Logic	101726	135.19		702903/714069	Digital Board data
07/12/2017	Stanley Ley	101727	519.60	17-078	258	Town Clerk wig
07/12/2017	Printspot	101728	8.10	17-074	5886	copying
07/12/2017	Berwick Community Trust	101729	7995.20		2424	Marina research
07/12/2017	Viking	101730	62.92	17-085	764303	Stationary
07/12/2017	National Ass of Local Councils	101731	252.00	17-088	810858	Conference attendance
07/12/2017	Northumberland County Council	101732	30839.65	various	various	SLA & Neat Costs
07/12/2017	Joyce Benton	101733	56.40			- refreshments
17/12/2017	BT	DD	84.48		M03011	phone
19/12/2017	Wheeleigh Clean	101734	251.00			Bus shelter cleaning
19/12/2017	NE Employers Organisation	101735	72.00	17-075	19148	Training course
19/12/2017	Grant Recipient	101736	726.95			Literary Festival grant
19/12/2017	Northumberland County Council	101737	9636.20		various	Salaries etc.
19/12/2017	Ruth Forrest Catering	101738	250.00	17-084	298	Tourism Conference catering
19/12/2017	Landels Electircal	101739	2220.00		10478	Rotary lights installation
19/12/2017	PerITus Solutions	101740	120.00		846	Neighbourhood Plan website hosting
		Total Payments	56304.04			

BERWICK-UPON-TWEED TOWN COUNCIL

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

PRESENT:

Councillors: A Forbes (Chair)
A Gibson
C Lewis
G Smith

IN ATTENDANCE:

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

OPEN SESSION

A County Councillor who was present expressed concerns about the process for setting the precept, and their views on the level of expenditure that would be appropriate.

BA066/17 1. APOLOGIES FOR ABSENCE

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

BA067/17 2. MINUTES OF THE LAST MEETING

The minutes of the meeting held on Monday, 13 November 2017 were approved and signed as a correct record.

BA068/17 3. DISCLOSURE OF INTERESTS

There were no disclosures of interests.

BA069/17 4. REQUEST FOR DISPENSATION

There were no requests for dispensation.

BA070/17 5. REVIEW OF FINANCIAL REGULATIONS

Members requested that a copy of current financial regulations be provided

to elected members before any changes are proposed. It was then **RESOLVED** without division that the committee set aside a portion of its meetings in the first quarter of 2018 to review those regulations members brought to its attention, with a composite motion containing all the proposed changes being taken to council in April 2018, and the new regulations being formally adopted by the first council of the 2018-19 council year.

BA071/17

6. COMPLAINTS POLICY AND HABITUAL AND VEXATIOUS COMPLAINTS

After the Town Clerk had presented his report standing orders were suspended sufficiently to allow a county councillor to speak. After the reinstatement of standing orders members **RESOLVED** that they wished to adopt the de facto complaints policy as the policy for the council.

BA072/17

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

It was **RESOLVED** without division, after a query about the drawing of a cheque to an individual officer of an organization, to note the schedule of payments.

BA073/17

8. DATE OF NEXT MEETING

The date of the next meeting would be Monday, 8 January 2018 at 6.30 pm.

Heading	Year							Assumptions:	
	14-15 [actual]	15-16 [actual]	16-17 [actual]	17-18 [expected out turn]	18-19 [planned budget]	19-20 [forecast]	20-21 [forecast]		
B/Fwd Opening Balance:								18/19 Precept Increase (%):	0
Earmarked Funds	281596	303468	211468	381536	254381	268536	257536	Precept Increase after 18/19 (%):	5
Unallocated Funds	43695	62682	200287	16031	75380	51644	46977	Cost increase (%)	5
Total	325291	366150	411755	397567	329761	320180	304513		
Income:									
Precept	218220	218200	251000	256020	256020	268821	282262		
Freemen of Berwick	90245	115929	135713	170380	107500	107500	107500		
Allotment	328	599	205	205	205	205	205		
Sundry [regular]	490	270	366	425	425	425	425		
Sundry [one -off]	21433	4717	5386	4000	4000	4000	4000		
Grants		84488	59661						
Total	330716	424203	452331	431030	368150	380951	394392		
Expenditure:									
Staffing	68891	54480	64013	90513	140696	147731	155117		
Other Administration	42036	97313	32390	43672	40860	42903	45048		
Council Services	13810	44038	80283	79615	80805	84845	89088		
Parks & Play Areas	15329	10995	162669	36020	33470	35144	36901		
Promotion	24538	23372	55072	24782	25900	27195	28555		
Grants	41179	34516	10226	34868	34700	36435	38257		
Council Projects	26501	9394	33580	82330	12000	12600	13230		
Civic Expenditure	14307	21624	7719	12036	9300	9765	10253		
Portas	37170	40782	0	0	0	0	0		
Barracks Revival Project		38721	13065			0	0		
Neighbourhood Plan		1476	6159			0	0		
Other	6096	1887	1343	95000		0	0		
Total	289857	378598	466519	498836	377731	396618	416448		
Earmarked Funds									
Total	303468	211468	381536	254381	268536	257536	271536		
Unallocated Balance	62682	200287	16031	75380	51644	46977	10921		

Cost Centre	2015-16	2016-17	2017-18	2018-19
	Actual	Actual	Expected Outturn	Adopted Budget
	F1	F3	F4	F42
Staffing	54480	64013	90513	140696
Other Administration	97313	32390	43672	40860
Council Services	44038	80283	79615	80805
Parks & Play Areas	10995	162669	36020	33470
Promotions	23372	55072	24782	29900
Grants	34516	10226	34868	34700
Council Projects	9394	33580	82330	1200
Civic Expenditure	21624	7719	12036	9300
Portas	40782	0		
Barracks Revival Project	38721	13065		
Neighbourhood Plan	1476	6159		
Other	1887	1343	95000	
Total Budget	378598	466519	498836	377731

	Year End							Notes
	14-15 [actual]	15-16 [actual]	16-17 [actual]	17-18 [planned]	18-19 [planned]	19-20 [planned]	20-21 [planned]	
Earmarked Funds								
Play Area	120000	120000	45000	45000	55000	65000	75000	
Council Projects	25000	25000	25000	25000	25000	0	0	
Capital grants	24000	4000	4000			0	0	
Bus Shelter		9753	9753	9753	11753	13753	15753	1
Allotment	468	783	783	783	5783	10783	15783	
Operating	134000	51932	181000	107845	150000	135000	120000	
Christmas Lights			16000	16000	6000	16000	26000	
Pay contingencies					10000	10000	10000	
Bankhill Works			25000	25000	0	0	0	
Streetscape Improvements			25000	25000	0	0		
Neighbourhood Plan Projects			25000		0			
Tourism Projects			25000		0	0	0	
IT Replacement/Expansion					5000	7000	9000	2
Total Earmarked funds	303468	211468	381536	254381	268536	257536	271536	
Unallocated Fund	62683	200288	16031	75380	51644	46977	10921	

Note

1 Assumes contribution to reserves of £2k per annum from 2018-19

2 Assumes current level of desktop infrastructure + server life of three years

Schedule III average

yr		Ammount		Average
1	10	78926	78926	78926
2	11	80361	159287	79644
3	12	88576	247863	82621
4	13	89893	337756	84439
5	14	116861	454617	90923
6	15	90245	544862	90810
7	16	115929	660791	94399
8	17	135713	796504	99563
9	18	170380	966884	107432

Tweedmouth Feast Committee Grant

In the 2017-18 budget, an allowance for a grant of £1000 was made.

In their initial application, the Committee requested £1000 but subsequently increased their request to £1100. A cheque for £1000 has been sent to the Committee, but Council approval is required for any further payment over and above the budget amount.

Budget and Administration

Publication of meeting papers

Background

1. During open session at council on 18th December 2017 Mr Brian Darling stated that 'democracy in Berwick' was 'not working' because he had failed to find any mention of a meeting of the Budget and Administration Committee on 13th November 2017 on the council website in advance of that meeting.
2. An exchange of views took place between the clerk and Mr Darling, during which Mr Darling also asserted that a planning meeting on an unspecified date had also not been appropriately publicized.
3. The clerk undertook to provide a report to council concerning the 13th November meeting; it is impossible to resolve concerns about an unspecified meeting. This draft is coming first to Budget and Administration Committee to enable members to comment or raise any concerns with the report before it proceeds to council.
4. The meeting of Budget and Administration Committee on 13th November was announced on the agenda of the previous meeting; this is normal practice.
5. 13th November was a Monday. The law requires that a meeting be publicized three clear days before its date (for these purposes Saturday qualifies as a clear day). Papers should therefore be published on Wednesday 8th November. Emails containing the council papers were sent to councillors, county councillors and the local press on Wednesday 8th November.
6. The meeting was announced on Twitter on 8th November, with a link to the papers online (see Image A).
7. The meeting was similarly announced on Facebook on 8th November.(see Image B).
8. Images C & D are images drawn from the audit log of the website; they show iterations 27 and 29 of the webpage for the Budget and Administration Committee, which show that the full committee papers were uploaded between the 7th and 9th November.
9. For all the above reasons we are satisfied that the publicizing of the meeting was lawful, and in accordance with our normal practice.

Recommendation

1. That members conclude there was no breach of law or good practice in the publication of papers for, and announcement of, the meeting of Budget and Administration Committee on 13th November 2017.

Image A

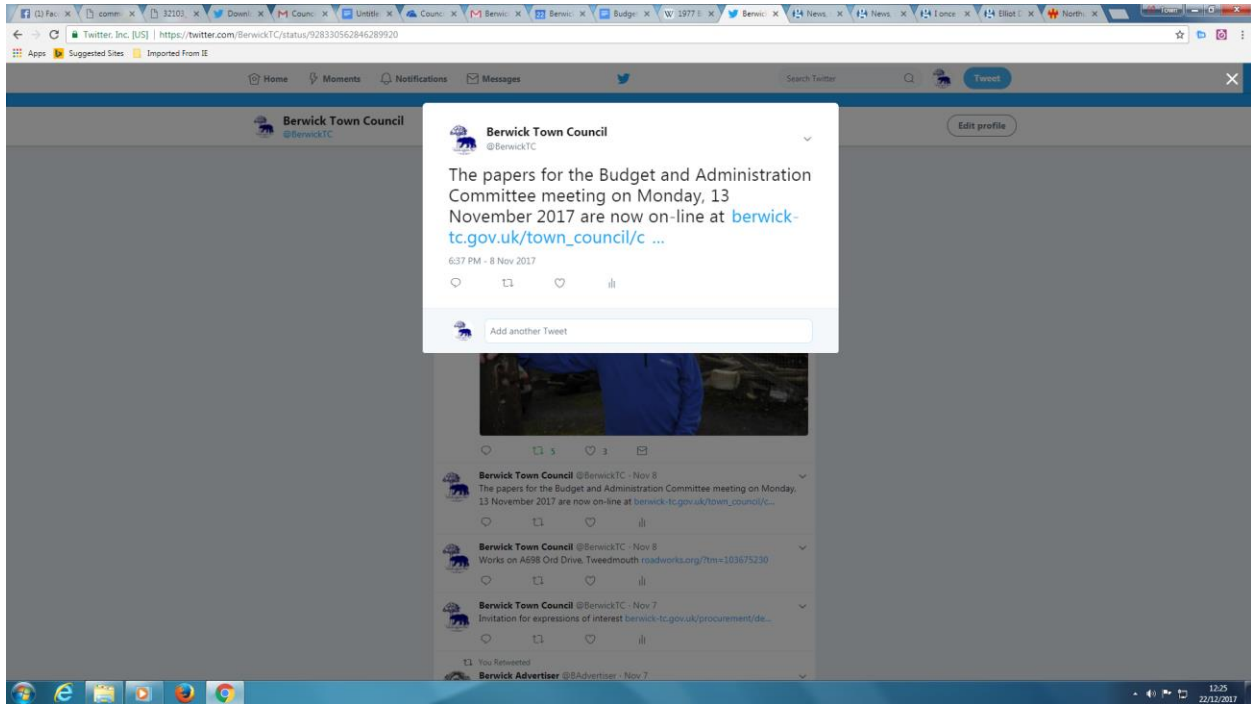


Image B

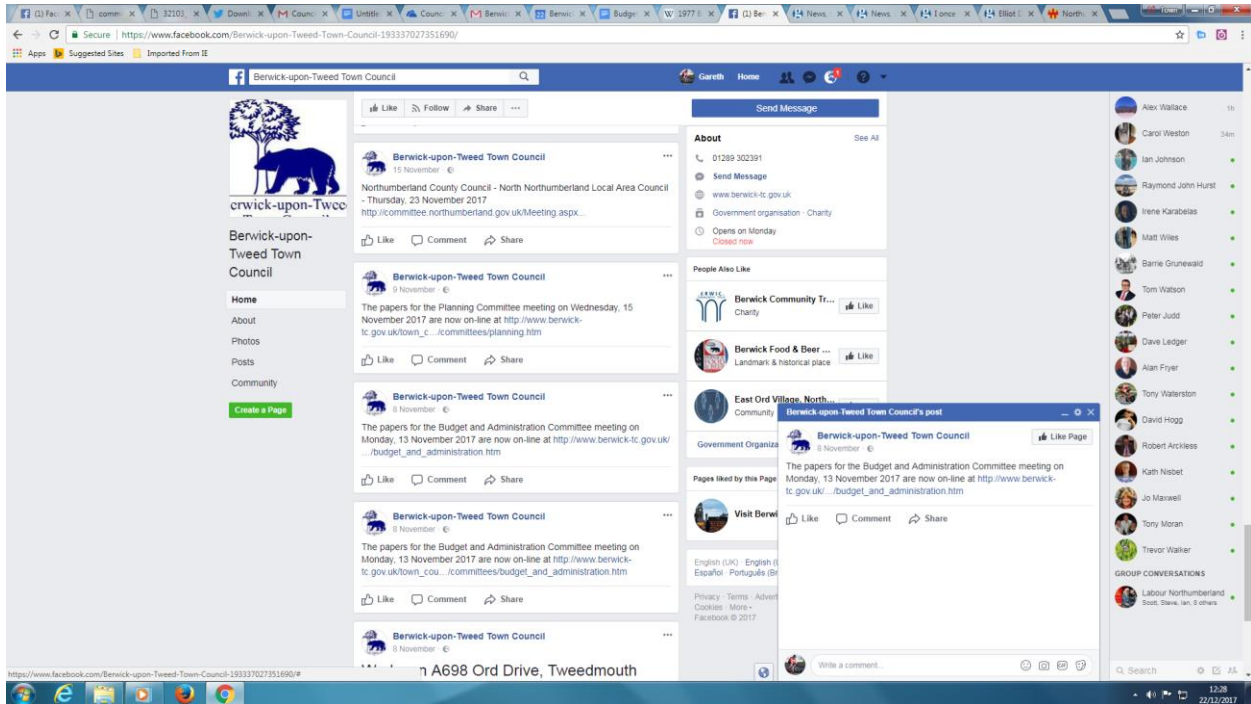


Image C

The screenshot shows a web browser window with multiple tabs. The active tab is 'tagish iSite'. The address bar shows the URL: www.berwick-tc.gov.uk/admin/site_builder/default.asp?mode=58&pk_page=5961. The page title is 'tagish iSite'. The main content area is titled 'Page Details' and contains the following information:

Return to Site: [Committees \(http://www.berwick-tc.gov.uk/50town_council/committees/\)](http://www.berwick-tc.gov.uk/50town_council/committees/)

Page Title: Budget and Administration Committee

Page Filename: budget_and_administration.htm

Description:

Keywords:

Template: Website

Included in Menus: Yes

Included in What's New: Yes

To visit the full Council and committee pages on the Town Council website, please click [here](#).

Next Meeting

Agenda * Monday, 13 November 2017 * 6.30pm * Town Hall

Previous Meetings

Agenda * Appendix A (i) * Appendix A (ii) * Appendix A (iii) * Appendix A (iv) * Appendix B * Appendix C * Monday, 9 October 2017

Agenda * Minutes * Appendix A * Appendix B * Monday, 11 September 2017

Agenda * Minutes * Appendix A * Appendix B * Appendix C (i) * Appendix C (ii) * Appendix D * Wednesday, 16 August 2017

Agenda * Minutes * Appendix A * Appendix B * Appendix C * Monday, 10 July 2017

Agenda * Minutes * Appendix A * Appendix B * Appendix C * Monday, 12 June 2017

Agenda * Minutes * Monday, 15 May 2017 * 6.30pm or upon the rising of the Local Services Committee whichever is later * Town Hall

The following Councillors sit on the Budget and Administration Committee:

Chair: Anne Forbes
Vice Chair: Robert Bruce
Committee Members
Alan Bowlas
Brian Douglas
Alex Gibson

Image D

The screenshot shows a web browser window with multiple tabs. The active tab is 'tagish iSite'. The address bar shows the URL: www.berwick-tc.gov.uk/admin/site_builder/default.asp?mode=58&pk_page=5964. The page title is 'tagish iSite'. The main content area is titled 'Page Details' and contains the following information:

Return to Site: [Committees \(http://www.berwick-tc.gov.uk/50town_council/committees/\)](http://www.berwick-tc.gov.uk/50town_council/committees/)

Page Title: Budget and Administration Committee

Page Filename: budget_and_administration.htm

Description:

Keywords:

Template: Website

Included in Menus: Yes

Included in What's New: Yes

To visit the full Council and committee pages on the Town Council website, please click [here](#).

Next Meeting

Agenda * Draft Minutes * Appendix A * Appendix B * Appendix C * Monday, 13 November 2017 * 6.30pm * Town Hall

Previous Meetings

Agenda * Appendix A (i) * Appendix A (ii) * Appendix A (iii) * Appendix A (iv) * Appendix B * Appendix C * Monday, 9 October 2017

Agenda * Minutes * Appendix A * Appendix B * Monday, 11 September 2017

Agenda * Minutes * Appendix A * Appendix B * Appendix C (i) * Appendix C (ii) * Appendix D * Wednesday, 16 August 2017

Agenda * Minutes * Appendix A * Appendix B * Appendix C * Monday, 10 July 2017

Agenda * Minutes * Appendix A * Appendix B * Appendix C * Monday, 12 June 2017

Agenda * Minutes * Monday, 15 May 2017 * 6.30pm or upon the rising of the Local Services Committee whichever is later * Town Hall

The following Councillors sit on the Budget and Administration Committee:

Chair: Anne Forbes
Vice Chair: Robert Bruce
Committee Members
Alan Bowlas
Brian Douglas
Alex Gibson

Task	Description	Accountable to / working with
Project manager	To have responsibility for the planning, procurement and execution of a project, which is defined as any task that has a defined scope, defined start and a defined finish.	Town Clerk / Project sponsors
Project documentation	To manage and maintain documentation showing that project requirements are fulfilled and to establish traceability with regard to what has been done, who has done it, and when it has been done.	Town Clerk / Project sponsors
Project budget holder	To provide accurate records of funds committed and spent, and to report to project sponsors / committee on these matters.	Town Clerk / Project sponsors / Finance Officer
Preparation of reports for council	To prepare and write for council and its committees reports concerning existing and future projects.	Town Clerk
Assist in preparation of council agendas	To provide advice to the Town Clerk and Assistant to the Clerk on items that require to be placed on the agenda of council and its committees.	Town Clerk
Assist in preparation of council forward plan	To provide advice to the Town Clerk on items likely to require a decision of council or a committee and when that decision will be required.	Town Clerk
Minute taking	To take accurate notes of meetings and produce minutes / action points from them.	Town Clerk
Event management / planning	To participate in the planning and delivery of events.	Town Clerk
Supporting and reviewing grant applications	To assess grant applications received by the Town Council, and to advise partners / local groups on alternative sources of financial support.	Town Clerk

Job Description - Project Officer / Deputy Town Clerk

Developmental Tasks		
Provide advice to council and committees	Advising on legislation, standing orders and procedures.	Town Clerk / Council
Supervise staff and contractors	To act as both contract manager (for external contractors) and as line manager.	Town Clerk / Council
Any other duties	To perform any duties required commensurate with the main areas of the job description.	

Job Description - Project Officer / Deputy Town Clerk

Person specification				
Requirement	Details	Essential / Desirable	How evidenced / assessed	Documents required?
Right to work and remain in UK.	All applicants must have the right to live and work in the UK.	E	Documentation - passport and evidence of visa / right to work if required.	At interview.
Previous work experience.	At least two years previous work experience in an analogous environment.	E	CV / Application form.	References from last employer.
Degree level education or equivalent.	Applicants should be able to demonstrate either an Honours degree or equivalent training or work experience at graduate appropriate level.	E	CV / Application form.	Degree certificate or other evidence at interview.
ECDL or equivalent IT qualification.	Applicants should be able to demonstrate functional familiarity with email / word processing / spreadsheets / databases / web search tools and cloud based software environments such as the Google suite.	E	CV / Application form.	Evidence required for all qualifications claimed at interview.
Advanced spreadsheet / project management software skills.	Applicants should be able to use spreadsheets to carry out calculations, to manipulate data and demonstrate familiarity with using date / time as variables / fields in spreadsheets.	E	Test.	
Driving licence or access to means of mobility support.		E	CV / Application form.	

Job Description - Project Officer / Deputy Town Clerk

Strong written communication skills.	Candidates must be able to communicate in English to a standard appropriate to the role of a professional officer writing reports for council on technical and general topics.	E	CV / Application form (by assessment of personal statement) and test by requiring a precis of a provided document.	
Strong verbal communication skills.	Candidates must be able to communicate in English to a standard appropriate to the role of a professional office.	E	Interview.	
Knowledge of English local government systems and hierarchies.	Candidates should be able to demonstrate a knowledge of local government structures in Northumberland and neighbouring areas.	D	Interview.	
Experience of events management / events planning.	Candidates should be able to demonstrate knowledge or experience of planning and managing events.	D	CV / Application Form / Interview.	
Experience of making or appraising grant applications.	Candidates should be able to demonstrate an understanding of the principles behind, and the practice of, either making or appraising grant applications.	D	CV / Application Form / Interview.	

Report of the Town Clerk

East Coast Main Line Route Study

Background

1. Consultation has begun on the East Coast Mainline (ECML) Route Study. This is an opportunity for the council to influence not just Network Rail but its partners in pursuit of greater connectivity for residents of Berwick.
2. The report is comprehensive in terms of its attention to the issues that most concern Network Rail (the infrastructure to support rail services, typically) but has scant detail on specific service proposals or objectives beyond a general ambition to provide Morpeth and Cramlington with improved commuter facilities towards Newcastle.
3. Members will note the recent public meeting at Berwick Town Hall, addressed by rail campaign groups and elected members from NCC and Scottish Borders Council.

Recommendation

1. That Berwick Town Council respond to the consultation, setting out its ambitions for
 - a. An hourly local service connecting all ECML stations in Northumberland to Newcastle and Edinburgh,
 - b. Power supply upgrades to the ECML to support increased traffic,
 - c. Passing loop upgrades between Berwick and Newcastle to support increased traffic and station re-openings in North Northumberland, and
 - d. For the power supply upgrade programme to prioritize replacement and relocation of the substation at Berwick station to enable vacant land to the northwest of the station to be used for car parking or other public transport schemes.

Report of the Town Clerk

Christmas Lighting

Background

1. Christmas lighting in Berwick is provided by the Town Council, and by the Rotary Club, who also receive a subsidy from the Town Council for their contribution.
2. It is normal for Christmas lighting to receive criticism; it is, in one sense, a matter of taste on which the only certainty is that not everyone will agree.
3. However, it is apparent that it is some years since the Town Council has reviewed its objectives in providing christmas lights, and that in and of itself is worthy of review.
4. The second point is that the funding of the Christmas lights by the Town Council is, if it is intended to draw custom to the businesses in the town centre, a subsidy from council tax payers to businesses which do not contribute to that subsidy. This is not necessarily a bad thing, but it is an issue that requires regular scrutiny to ensure popular support for the practice continuing.
5. Council, and individual councillors, have raised on a number of occasions the fact that other towns in Northumberland and the Borders have different arrangements for funding Christmas lights.

Recommendation

1. That council authorize the Town Clerk to hold a meeting with interested parties to discuss future and alternative arrangements for Christmas lighting in Berwick.

Report of the Town Clerk

Bus Stops

Background

1. Council has assumed responsibility for a number of bus stops in its area. Maintaining those bus stops is a mix of planned maintenance (such as cleaning and repainting) and reactive maintenance, dealing with damage or breakages as they arise.
2. In recent weeks five bus stops on Prince Edward Road between the Royal Tweed Bridge and the retail park have been vandalised.
3. It is not economic to continue repairing bus shelters only for them to be damaged on a regular basis.
4. It is possible to harden bus shelters to prevent damage occurring so easily. Such a programme of work could also include addressing any backlogs of maintenance on the remainder of the stock of bus shelters.

Recommendation

1. Council is recommended to delegate to the Local Services Committee a programme of planned maintenance for all the stock of bus shelters, and a programme of hardening work for those bus shelters adjudged most at risk of damage, and to return that programme of work to council.

BERWICK-UPON-TWEED TOWN COUNCIL

Minutes of the Town Council Planning Committee Meeting held on Wednesday, 15 November 2017 at 6.30pm in the Ante-Room, Town Hall, Marygate, Berwick-upon-Tweed

PRESENT:

Councillors:	G Roughead (Chair)	C Lewis
	R Bruce	G Smith
	I Dixon	G Thomson
	A Forbes	

IN ATTENDANCE:

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

OPEN SESSION

Concerns and issues, along with comments of support, were raised regarding the application for proposed extra-care housing on land north of the estuary, Dock Road, Tweedmouth.

P069/17

1. APOLOGIES FOR ABSENCE

Apologies for absence had been accepted from: Cllrs A Bowlas and B Douglas.

P070/17

2. MINUTES OF THE LAST MEETINGS

The minutes of the meetings held on Tuesday, 10 October 2017 and Wednesday, 25 October 2017 were agreed and signed as a correct record.

P071/17

3. DISCLOSURE OF INTERESTS

Councillor A Forbes declared an interest in Item 6, Application 17/03731/LBC (64-66 Bridge Street, Berwick-upon-Tweed. TD15 1AQ).

P072/17

4. REQUEST FOR DISPENSATION

There were no requests for dispensation.

P073/17

5. LOCAL NEIGHBOURHOOD PLAN

The Town Clerk provided a verbal update on a report, which having been prepared for Council on the 20 November 2017, was circulated amongst Members of the Committee.

P074/17

6. APPLICATIONS FOR PLANNING PERMISSION

17/03731/LBC

Listed building consent for hand painted fascia and fixed sign.

64-66 Bridge Street, Berwick-upon-Tweed. TD15 1AQ

No objections.

17/03785/FUL

Replacement of existing window and door to south elevation.

66C Church Street, Berwick-upon-Tweed, Northumberland. TD15 1DU

No objections.

17/03851/FUL

Retrospective application for replacement sashes to existing sash and case windows.

Queens Head, 2-6 Sandgate, Berwick-upon-Tweed. TD15 1EP

No objections.

17/03882/PRUTPO

Tree Preservation Order - Ash (T1). Crown reduction by 2m because branches are close to adjacent listed building and historic town walls.

Land East Of Governors Gardens, Berwick-upon-Tweed, Northumberland.

No objections.

17/03895/FUL

Single-storey extension to south elevation, window replacements, and rendering of facade.

The Cloisters, 12 Ravensdowne, Berwick-upon-Tweed, Northumberland.

TD15 1HX

No objections.

17/03922/FUL

Erection of a two-storey gable end extension.

**21 Grove Gardens South, Tweedmouth, Berwick-upon-Tweed,
Northumberland. TD15 2EW**

No objections.

17/04001/VARYCO

**Removal of condition 2 (Surface Water) relating to planning permission
17/01564/FUL as the development does not produce run off to the
pavement.**

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

No objections.

17/00718/PREAPP

**Proposed extra-care housing providing 21 x 1 bed apartments, 18 x 2 bed
apartments (39 apartments in total) with communal lounge/dining facility,
offices, laundry, assisted bathing suite and car parking.**

Land North Of The Estuary, Dock Road, Tweedmouth, Northumberland.

- a) Members noted that any current concerns would be dealt with by comments submitted from other agencies.
- b) Members felt that they would be better placed to comment once a full planning application had been received for consultation.

P075/17

7. PLANNING APPLICATION DECISION LIST

The decisions provided in the attachment were noted.

P076/17

8. DATE OF NEXT MEETING

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