

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.

Asset Register Value Summary

Civic Regalia	£495,575.00
Office Equipment	£9,148.00
Street Furniture	£234,258.00
Play Equipment	£78,985.00
Other Assets	£64,270.00
Total Asset Value	£882,236.00

Civic Regalia								
Number	Description	Value	Location	Acquired	Source	Disposal Date	Disposal Value	
BTC-001	Mayors Gold Chain I	£61,750.00	Town Hall	April 2009	Transferred			
BTC-002	Mayors Gold Chain II	£64,000.00	Town Hall	April 2009	Transferred			
BTC-003	Mayors Gilt & Enamel Medallion & Collar	£9,735.00	Town Hall	April 2009	Transferred			
BTC-004	Mayoress Pendant [Medallion] & Chain	£9,000.00	Town Hall	April 2009	Transferred			
BTC-005	Sheriffs Gold Chain	£143,000.00	Town Hall	April 2009	Transferred			
BTC-006	Sheriffs Pendent [Medallion]	£6,100.00	Town Hall	April 2009	Transferred			
BTC-007	Sheriff's Staff Silver Mounting	£1,200.00	Town Hall	April 2009	Transferred			
BTC-008	Sheriffs Lady Pendant [Medallion]	£4,400.00	Town Hall	April 2010	Transferred	Nov-14	£4,400.00	
BTC-009	Sheriffs Lady Pendant [Medallion]	£3,305.00	Town Hall	January 2016	Fritorrini Ltd			
BTC-010	Sheriffs Lady Chain of Office	£3,775.00	Town Hall	April 2009	Transferred			
BTC-011	Deputy Mayors Pendant	£500.00	Town Hall	April 2009	Transferred			
BTC-012	Mayors Consort Medallion	£1,000.00	Town Hall	April 2009	Transferred			
BTC-013	Mayors Robe	£7,000.00	Town Hall	April 2009	Transferred			
BTC-014	Sheriffs Robe	£2,000.00	Town Hall	April 2009	Transferred			
BTC-015	Town Clerk Robe	£4,000.00	Town Hall	April 2009	Transferred			
BTC-016	Corporation Mace [sceptre]	£95,000.00	Town Hall	April 2009	Transferred			
BTC-017	Guild Chairman's Badge of Office	£13,285.00	Town Hall	April 2009	Transferred			
BTC-018	Corporation Freeman Chair of Trustees Pendant	£5,100.00	Town Hall	April 2009	Transferred			
BTC-019	Silver Enamel Pendant	£4,000.00	Town Hall	April 2009	Transferred			
BTC-020	Gold Headed Cane [Oldest Freemen]	£2,000.00	Town Hall	April 2009	Transferred			
BTC-021	Silver Tray (presented by Freemasons of Northumberland)	£9,000.00	Town Hall	April 2009	Transferred			
BTC-022	Silver tray (circular, Northumberland Army Cadet Force Centenary Glendale Force)	£1,000.00	Town Hall	April 2009	Transferred			
BTC-023	Silver tray (circular, Northumberland Army Cadet Force Centenary Berwick Force)	£1,000.00	Town Hall	April 2009	Transferred			
BTC-024	Silver Tray (circular, Times Conservation)	£1,000.00	Town Hall	April 2009	Transferred			
BTC-025	Silver Tray (rectangular, A Darling)	£9,000.00	Town Hall	April 2009	Transferred			
BTC-026	Silver Tray (circular, mem. T Evans)	£1,500.00	Town Hall	April 2009	Transferred			
BTC-027	Berwick Amateur Swimming Club Cup [Silver 1912]	£2,500.00	Town Hall	April 2009	Transferred			
BTC-028	Silver Cup [lidded, 1947]	£3,900.00	Town Hall	April 2009	Transferred			
BTC-029	2 x Silver Ashtrays marked J.I.M.S 64/65	£800.00	Town Hall	April 2009	Transferred			

Number	Description	Value	Location	Acquired	Source	Disposal Date	Disposal Value
BTC-030	Silver Ashtray (Lt Col Collingwood)	£1,500.00	Town Hall	April 2009	Transferred		
BTC-031	Silver Cigarette Box (A Darling)	£1,500.00	Town Hall	April 2009	Transferred		
BTC-032	Silver Tea Set	£6,000.00	Town Hall	April 2009	Transferred		
BTC-033	Silver candlestick	£1,200.00	Town Hall	April 2009	Transferred		
BTC-034	Punch Bowl [silver plated, Sidey 1980/1]	£800.00	Town Hall	April 2009	Transferred		
BTC-035	Punch Bowl Spoon [silver plated, Easton 1985]	£200.00	Town Hall	April 2009	Transferred		
BTC-036	Carriage Clock [plated, presented 1980/1]	£100.00	Town Hall	April 2009	Transferred		
BTC-037	Silver plated pen & ink stand	£400.00	Town Hall	April 2009	Transferred		
BTC-038	Silver plated Ice Bucket [McClymont 1988]	£400.00	Town Hall	April 2009	Transferred		
BTC-039	Small silver plated Vases x2	£200.00	Town Hall	April 2009	Transferred		
BTC-040	Silver plated tray [Freemans Guild, Wood]	£100.00	Town Hall	April 2009	Transferred		
BTC-041	Silver plated tray [Pennsylvania 1961]	£100.00	Town Hall	April 2009	Transferred		
BTC-042	Silver plated tray [Pennsylvania 1971]	£100.00	Town Hall	April 2009	Transferred		
BTC-043	Silver plated tray [Pennsylvania 1990]	£100.00	Town Hall	April 2009	Transferred		
BTC-044	Silver plated double sided snuff box [Lockie]	£100.00	Town Hall	April 2009	Transferred		
BTC-045	Silver plated Cake Basket [Turner]	£100.00	Town Hall	April 2009	Transferred		
BTC-046	Silver plated miniature Samovar	£100.00	Town Hall	April 2009	Transferred		
BTC-048	Silver Gilt & Enamel Pendant	£800.00	Town Hall	April 2009	Transferred		
BTC-049	Lindisfarne Silver Bowl	£2,500.00	Town Hall	April 2009	Transferred		
BTC-050	2 x Halberds	£6,000.00	Town Hall	April 2009	Transferred		
BTC-051	4 x Pewter Vessels	£1,200.00	Town Hall	April 2009	Transferred		
BTC-052	Pottery Jug [Tower Pottery2010]	£700.00	Town Hall	April 2009	Transferred		
BTC-053	Oak Writing Desk [18th C?]	£2,500.00	Town Hall	April 2009	Transferred		
BTC-054	Oak Tantalus [19 C?, presented by Carmichael 1978/9]	£1,000.00	Town Hall	April 2009	Transferred		
BTC-055	Miniture Bureau [19th C]	£1,000.00	Town Hall	April 2009	Transferred		
BTC-056	Silver Mounted Bowling Ball [Bowling Club opening memorial 1885]	£500.00	Town Hall	April 2009	Transferred		
BTC-057	Ebonised Ink Stand [1888/9, Norman]	£500.00	Town Hall	April 2009	Transferred		
	Town Clerk wig	£425.00	Town Hall	November 2017			
							£4,400.00
	Total Civic Regalia	£499,975.00					
	less Disposal Value	£4,400.00					
	Net Value	£495,575.00					

Number	Office Equipment Description	Make	Value	Purchase Date	Location	Disposal Date	Disposal Value
	Photocopier	Ricoh MPC 2000	£3,455.00	October 2012	Town Council Office	October 2017	£3,455.00
		Xerox Versalink	£2,184.00	October 2017	Town Council Office		
	Laptop 1	Acer	£505.00	September 2008	Town Council Office		£505.00
	Laptop 2	Lenovo	£450.00	November 2011	Berwick Police Station		
	Laptop 3	Lenovo	£550.00	May 2012	Mayor's Secretary		
	Laptop 4	Sony Viao	£380.00	November 2011	Town Council Office		
	Laptop 5	Dell Latitude	£185.00	September 2017	Website officer		
	Laptop 6	Dell 5000	£468.00	March 2018	Town Council Office		
	Laptop Projector & Screen				Town Hall		
	Printer 1	HP Laserjet Printer	£606.00	September 2008	Town Council Office		£606.00
	Printer 2		£60.00	April 2010	Councillor Home		£60.00
	Printer 3		£60.00	April 2010	Councillor Home		£60.00
	Printer 4	Brother HL-L2300D	£52.00	October 2017	Town Council Office		
	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		£1,400.00
	Server associated items	various	£884.00	November 2011	Town Council Office		£884.00
	Power stabilisation unit	APC	£260.00	July 2012	Town Council Office		
	Smart Switch		£105.00	September 2012	Town Council Office		
	Server	Dell Intel Xeon 4c/8t	£2,615.00	May 2017	Town Council Office		
	phone x 3	BT polycom VVX 300	£330.60	September 2015	Town Council Office		£330.60
	Phone x4	NEC BE116515	£340.00	January 2018	Town Council Office		
	Sound Recording Equipment	Zoom	£162.00	July 2014	Town Council Office		£162.00
	Fridge	Electrolux	£120.00	October 2010	Town Council Office		
	Mini Kitchen [MK19]	John Strand	£715.00	September 2011	Town Council Office		£715.00
	Berwick Picture		£150.00	January 2009	Town Council Office		
		Total Value	£17,325.60			Total Disposal	£8,177.60
		less Disposal	£8,177.60				
		Net Value	£9,148.00				

Number	Description	Make	Location	Value	Purchase Date	Disposal Date	Disposal Value
	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		
	Park Benches [x5]	Crawfords [Bespoke]	Flagstaff Park	£550.00	June 2017		
	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 Novelty [x2 @ £196]	Glasdon	various	£394.00	February 2017		
	Litter Bins 5 @ 170	Broxap	various	£850.00	August 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		
	Replica Stocks	bespoke	Marygate	£850.00	January 2014		
	Map Holders [x3 @238]	Fitzpatrick Woolmer	various	£714.00	July 2017		
	CCTV Cameras [10@ 531]		various	£5,300.00			
	CCTV Cameras [6@ 581]		various	£3,486.00	Feb 2018		
	Digital Signs [x2 @ 5046]	Scrimsign	various	£10,092.00			
	Planters [3 tier wood x7]						
	Planters [3 tier plastic x4]						
	Planters [1 tier wood x8]						
	Planters [1 tier plastic x 2]						
	Planters [1 tier plastic low x2]						
	Planters [Barrels x13]						
	Shields & fixings [x59]	Fantasy Prints	Depot	£3,245.00			
			Total Value	£234,258.00			

Number	Other Assets Description	Make	Location	Value	Purchase Date	Disposal Date	Disposal Value
	Xmas Lights						
	Feature Displays	Blachere	Depot	£2,500.00	Transferred October 2010		
	LED Rope Lights	Blachere	Depot	£5,762.00	October 2011		
	Hubble [x3 @313]	Blachere	Depot	£939.00	October 2011	Nov 17	£939.00
	Hubble [x1 @313]	Blachere	Depot	£313.00	October 2011		
	Riambelle [x2 @600]	Blachere	Depot	£1,200.00	October 2011		
	Hubble [x10 @625]	Blachere	Depot	£6,250.00	November 2012		
	LED Rope Lights	Blachere	Depot	£975.00	November 2012		
	tree lights	Lights 4 Fun	Depot	£400.00	November 2012		
	tree lights	Lights 4 Fun	Depot	£600.00	November 2013		
	LED rope [x15 @85]	Blachere	Depot	£1,275.00	November 2013		
	X-mas Tree stands	bespoke	Depot	£820.00	November 2013		
	Papyrus x10	Blachere	Depot	£2,150.00	November 2016		
	Vagabondage x53	Blachere	Depot	£12,402.00	November 2016		
	Elcats Neigeux x 4	Blachere	Depot	£1,488.00	November 2016		
	Luminous Ceilings x 10	Blachere	Depot	£2,580.00	November 2016		
	Grand Eventail [recon. 4@164]	Blachere	Depot	£656.00	June 2017		
	X-mas Lights Grand Eventail [8@328]	Blachere	Depot	£2,624.00	June 2017		
	Hubble LED [recon. x1]	Blachere	Depot	£209.00	June 2017		
	Hubble LED [x5 @ 417]	Blachere	Depot	£2,085.00	June 2017		
	Vagabondage [x6 @ 252]	Blachere	Depot	£1,512.00	June 2017		
	Elcats Neigeux [x 6 @ 400]	Blachere	Depot	£2,400.00	June 2017		
	Miscellaneous						
	Bowser		Depot	£3,500.00	April 2011		
	Market Stalls & sheets [x10@ 722]	Zapp Canopy Umbrellas	Depot	£7,220.00	May 2015		
	Trailer		Depot	£4,310.00	May 2015		
	Floral Competition Cup			£100.00	June 2016		
	Property						
	Kiosk at Castlegate		Castlegate		March 2018		
				Value before disposal	£64,270.00		£939.00
				Disposal Value	£939.00		
				Total Value	£63,331.00		

Number	Play Equipment Description	Make	Location	Value	Purchase Date
	Springer Dolphin	Kompan	Flagstaff Park	£540.00	January 17
	Springer Daisy	Kompan	Flagstaff Park	£590.00	January 17
	Seesaw Zebra	Kompan	Flagstaff Park	£1,120.00	January 17
	Tree House	Kompan	Flagstaff Park	£4,230.00	January 17
	Crumb Net	Corocord	Flagstaff Park	£6,823.00	January 17
	Swing module 1	Kompan	Flagstaff Park	£1,640.00	January 17
	Seats & Chains	Kompan	Flagstaff Park	£272.00	January 17
	Embankment slide [x2]	Kompan	Flagstaff Park	£3,400.00	January 17
	Exercise Net	Corocord	Flagstaff Park	£11,794.00	January 17
	Carosel with bars	Kompan	Flagstaff Park	£1,890.00	January 17
	Saturn Carosel	Kompan	Flagstaff Park	£4,610.00	January 17
	Birds Nest Swing	Kompan	Flagstaff Park	£2,510.00	January 17
	Duo Somesault	Kompan	Flagstaff Park	£650.00	January 17
	Seesaw Zebra	Kompan	Flagstaff Park	£1,700.00	January 17
	Hang Bridge	Kompan	Flagstaff Park	£1,430.00	January 17
	Swing Module 2	Kompan	Flagstaff Park	£1,460.00	January 17
	Seats & Chains	Kompan	Flagstaff Park	£180.00	January 17
	Trampoline	Huck	Flagstaff Park	£2,684.00	January 17
	Solo Swing module	Kompan	Flagstaff Park	£1,050.00	January 17
	Disabled seat, belt & chains	Kompan	Flagstaff Park	£997.00	January 17
	3 bay swing frame	Kompan	Osborne Place, Tweedmouth	£2,350.00	April 17
	Swings & chains	Kompan	Osborne Place, Tweedmouth	£610.00	April 17
	Crumb Net	Kompan	Osborne Place, Tweedmouth	£5,200.00	April 17
	Carosel with bars	Kompan	Osborne Place, Tweedmouth	£1,680.00	April 17
	Albertross	Kompan	Osborne Place, Tweedmouth	£1,560.00	April 17
	Springer Hen	Kompan	Osborne Place, Tweedmouth	£440.00	April 17
	Springer Nellie	Kompan	Osborne Place, Tweedmouth	£610.00	April 17
	Embankment slide	Kompan	Osborne Place, Tweedmouth	£2,520.00	April 17

Number	Description	Make	Location	Value	Purchase Date
	Combination Swing	Proludic Ltd	Grove Gardens South	£6,535.00	March 17
	Roll up	Proludic Ltd	Grove Gardens South	£1,670.00	March 17
	Rodeo Board	Proludic Ltd	Grove Gardens South	£3,690.00	March 17
	Altima Climbing Challenge	Proludic Ltd	Grove Gardens South	£2,550.00	March 17
	Multi Climber	Proludic Ltd	Grove Gardens South	transferred	
	Rocker - Seesaw	HAGS Play Ltd	Grove Gardens South	transferred	
	Roundabout	HAGS Play Ltd	Grove Gardens South	transferred	
	Multiplay Unit	Proludic Ltd	Greenhaven, Magdelene Fields		
	Rocker - Gyro	Proludic Ltd	Greenhaven, Magdelene Fields		
	Rocker - Seesaw	Proludic Ltd	Greenhaven, Magdelene Fields		
	Roundabout	Proludic Ltd	Greenhaven, Magdelene Fields		
	Slide	Proludic Ltd	Greenhaven, Magdelene Fields		
	Slide - Embankment	SMP (Playgrounds) Ltd	Greenhaven, Magdelene Fields		
	Stepping Log - Rocker - Gre	HAGS Play Ltd	Greenhaven, Magdelene Fields		
	Stepping Log - Rocker - Rec	HAGS Play Ltd	Greenhaven, Magdelene Fields		
	Swing - Junior - 1 Bay 3 Seat (2800mm)		Greenhaven, Magdelene Fields		
	Swing - Toddler - 1 Bay 1 Seat (2400m)		Greenhaven, Magdelene Fields		
	8ft Flexi Swing c/w Basket S	Wicksteed Playscapes	Newfields, North Rd		
	8ft Flexi Swing - 1 bay Cradl	Wicksteed Playscapes	Newfields, North Rd		
	Nursery Rhyme - Simple Sin	Wicksteed Playscapes	Newfields, North Rd		
	Heras Security Fencing	Wicksteed Playscapes	Newfields, North Rd		
	Climber - Multi	HAGS Play Ltd	Spittal Pavilion, S. Greenwich Rd		
	Multitplay	HAGS Play Ltd	Spittal Pavilion, S. Greenwich Rd		
	Rocker - Bike	HAGS Play Ltd	Spittal Pavilion, S. Greenwich Rd		
	Rocker - Daisy	HAGS Play Ltd	Spittal Pavilion, S. Greenwich Rd		
	Rocker - Multi-Pondo	HAGS Play Ltd	Spittal Pavilion, S. Greenwich Rd		
	Swing - Junior - 1 Bay 2 Sea	Sutcliffe Play Ltd	Spittal Pavilion, S. Greenwich Rd		
	Swing - Toddler - 1 Bay 2 Se	Sutcliffe Play Ltd	Spittal Pavilion, S. Greenwich Rd		
	Trail - Balance	Playdale Playgrounds Ltd	Spittal Pavilion, S. Greenwich Rd		

Number	Description	Make	Location	Value	Purchase Date
	Balance Trail	Playdale Playgrounds Ltd	Springdale, Tweedmouth		
	Multiplay - Toddler	Playdale Playgrounds Ltd	Springdale, Tweedmouth		
	Rocker	Playdale Playgrounds Ltd	Springdale, Tweedmouth		
	Rocker - Bike	Playdale Playgrounds Ltd	Springdale, Tweedmouth		
	Rocker - Horse	Playdale Playgrounds Ltd	Springdale, Tweedmouth		
	Yo-Yo Swing	Wicksteed Playscapes	Highcliffe		
	Electro Rock Multi Unit	Wicksteed Playscapes	Highcliffe		
	Flymobile Overhead Rotator	Wicksteed Playscapes	Highcliffe		
	Set of Twin Zig Zag Twisters	Wicksteed Playscapes	Highcliffe		
	Water Pump	Kaiser & Kuhne	Spittal Splash Park		
	Water Pump - Surface				
	Water Spout	Kaiser & Kuhne			
	Water Spout - Surface				
			Eastcliffe Skate Park		
			Total Value	78,985.00	

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

Note

One plot at Five Arches Playing Field has been sub-divided

Report of the Town Clerk

Winding-up of a residents association

Background

1. The Town Clerk has had, in recent weeks, two meetings with the committee of Prior Park Residents Association (PPRA), an unincorporated body with charitable objectives, which were, in short, to benefit the residents of the Prior Park area.
2. There was, in general, no pre-existing relationship with the group but the Town Clerk agreed to the initial meeting because of the need to address anti-social behaviour in and around our assets in Prior Park, and because residents associations are part of the social capital of the town that enable delivery of programmes of work on issues such as social exclusion, young people and hard to reach groups.

Issues Raised and Results

3. The first meeting was cordial and uneventful. The second, and phone calls with members of the group in the intervening period, touched upon local controversies that concerned the management of the group's finances and record keeping. Concerns were raised by a small number of individuals about the frequency of financial reporting and the management of the group's finances.
4. Ordinarily such matters would be nothing to do with Berwick Town Council; however, a councillor had, during exchanges with the group on social media, sought to invoke the Town Clerk as someone who could decide if the conduct of PPRA was reasonable and lawful.
5. The officers of PPRA sought reassurance from the Town Clerk that their proposed conduct was legitimate and acceptable. Broadly speaking, they proposed to wind up the group and, in accordance with its constitution, to disburse the moneys remaining to local charities. The Clerk was not shown the constitution or any financial documents relating to the group other than a general financial statement but there was and is no reason to believe the constitution was not as described.
6. The constitution and financial records of a private members association of this sort are not public documents but such clauses are commonplace and a degree of privacy with regard to an associations finances is also not unusual. It is not unknown for winding up clauses to be used to pass on funds from one body to another with very similar objects, and in this case the committee had already decided on the local charities they wished to support, and explained that they had sought approval from the various funding bodies who had made grants.
7. It is not the job of the Town Council, or the Town Clerk, to act as the regulator of local unincorporated associations with charitable purposes. Unincorporated associations with

charitable purposes are often informally managed and run, and parliament has not seen fit to intervene in this area. As ever, there is a debate to be had about whether there is sufficient regulation of such bodies, sufficient safeguards for donors funds, and sufficient recourse for individuals who feel aggrieved with the conduct of such an associations affairs. Given the permissive state of the law concerning such associations, it is safe to say the Town Clerk saw nothing unusual in the book-keeping, financial reporting or perceived governance standards of PPRA even if the chosen course of action was not one that was welcome or desirable.

8. In this particular case, the advice given by the Town Clerk to PPRA was:
 - a. That he did not wish the committee to resign,
 - b. That he would prefer it if the association were not wound up, but that a valid AGM was held to elect a new committee, and
 - c. That he was willing to work with any interested parties on arranging such a solution.
9. It is fair to say that the Town Clerk was listened to politely, but that the officers of PPRA were at the end of their tether, and preferred the option of winding up the association. That being the case, there was nothing more the Town Clerk could do, other than assist the association with the relatively minor task of finding out from NCC as to whether a small grant should be returned. The effect of the winding up was that the funds were disbursed, other than the NCC grant, to a local junior football club and to a health related charity. Since this was the only option possible under the constitution of PPRA, the wishes of individual donors were, in effect, irrelevant.

Lessons for Berwick Town Council

10. However, there are some wider lessons that could be learned by BTC in connection with the making of grants to other bodies and that may be incorporated into the Financial Regulations as part of their ongoing review.
11. Broadly speaking, it is desirable that grant making bodies, such as BTC, take steps to satisfy themselves about the financial management of a recipient organisation and make clear stipulations about the fate of any unspent funds when these are advanced ahead of expenditure being incurred.
12. In BTC's case, grant applicants are requested to provide a recent bank statement, the most recent year's accounts and, if it is their first application, a constitution or set of rules. Additionally, grant payments are generally only made when there is evidence that money has been spent as set out in the application. These requirements are set out on the grant application form but it may be appropriate to formally incorporate them into financial regulations and procedures, as well as making provision for rare situations where grant money may be paid in advance.
13. Specifically, the regulations should require:
 - a. That the funded organization should provide BTC with such evidence, in the form of accounts or records, as is sufficient to satisfy BTC as to its management arrangements and book-keeping, and
 - b. The funded organization should agree with BTC officers the way in which it will demonstrate that it has suitable procurement practices.

14. Additionally, when making grants in advance of spending BTC should require of recipients:
 - a. That funds are held separately from their general funds unless they are for the purpose of supporting the general activities of the body, and
 - b. That any unspent funds should be returned either at the end of a programme of work, or upon the winding up of the association.
15. As this would represent a new section within the Financial Regulations that would need to be inserted between existing sections, it is suggested that it be numbered 6A, in common with practice used in drafting legislation.

Recommendations

1. That council instruct the Town Clerk to prepare a new Section 6A to the Financial Regulations to encompass these suggestions, and
2. That council delegate to the Budget and Administration Committee authority to approve the new Financial Regulations section 6A.

Civic Calendar

1. Attached is the proposed civic calendar for 2018-19.
2. It is presented to council for comments and observations.
3. A request from a committee chair this year to consider moving their committee meetings to Tuesdays prompted officers to review the timetable and to consider if the concept of a fallow week with no meetings could be introduced to the calendar.
4. The order of meetings in December and January reflects revised budget arrangements and a proposal that a full meeting of People and Communities should be used as an open budget consultation meeting.

Recommendation

1. Members to provide feedback to officers on the proposed timetable.

BERWICK-UPON-TWEED TOWN COUNCIL

LIST OF MEETINGS 2018 – 2019

(Please see notes at end of document)

	MEETING	DATE	TIME	VENUE
May 2018				
1.	Annual Meeting of Council	Monday, 14 May	6.00pm	Town Hall (Council Chamber)
2.	ANNUAL TOWN MEETING	Wednesday, 16 May	6.00pm	Town Hall (Guildhall)
3.	Mayor Making Ceremony	Monday, 21 May	6.00pm	Town Hall (Council Chamber)
June 2018				
4.	Local Services	Monday, 4 June	6.30pm	Town Hall (Ante room)
5.	People and Communities	Tuesday, 5 June	6.30pm	Town Hall (Ante room)
6.	Budget and Administration	Monday, 11 June	6.30pm	Town Hall (Ante room)
7.	Planning	Tuesday, 12 June	6 for 6.30pm	Town Hall (Ante room)
8.	Council	Monday, 25 June	6.00pm	Town Hall (Council Chamber)
July 2018				
9.	Local Services	Monday, 2 July	6.30pm	Town Hall (Ante room)
10.	People and Communities	Tuesday, 3 July	6.30pm	Town Hall (Ante room)
11.	Budget and Administration	Monday, 9 July	6.30pm	Town Hall (Ante room)

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

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

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

NOTES

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

Report of the Town Clerk

Recruitment Update

Background

1. Council has previously resolved to appoint a Project Officer, and members have previously been provided with outlines of the recruitment process. Council approved that process, which involved advertising the post, shortlisting, a skills test and an interview.
2. Having received applications, five councillors met to undertake shortlisting. One councillor withdrew at that stage, and five candidates were shortlisted by the remaining four councillors.
3. A skills test was devised, and interview question topics shared with councillors.
4. Four of the five shortlisted candidates attended for the interviews and skills test (the selection day).
5. Of the four candidates who attended the selection day, three completed the skills test, and all four were interviewed.
6. A scoring system was used, and one candidate achieved a score more than 10% higher than the next best candidate, and was the best performer in both the elements of the selection day.
7. After the selection day had completed, the panel met, and addressed two questions – were they satisfied with the process, and how it worked, and did they believe they could recommend that the Town Council appoint the person who succeeded at the selection day.
8. The panel agreed that they could recommend council accept the outcome of the selection day, and agreed that they could recommend council appoint the candidate who achieved the highest scores at the selection day, subject to references.
9. The details of the successful candidate will be provided to council during the private session.

Recommendation

1. That council accept the recommendations of the selection panel.

Selection procedure - Project Officer

Step	Purpose	Details	Who by?
1.	Prepare Job Description and Person Specification		GD
2.	Prepare Job Advert and identify media channels		GD
3.	Place advert and collect responses	Responses to be stored securely by Steve Cozens	SC
3.(a)	Obtain external advice on proposed process, including equalities impacts and any reasonable adjustments	GD to type up process and seek advice	GD
4.	Shortlist applicants using person spec prepared at (1) above	GD and agreed panel of councillors using attached form	GD
5.	Invite shortlisted candidates and inform those definitely not shortlisted of their outcome. Require candidates to bring proof of identity and entitlement to work in UK to interview.	Panel to identify by score / qualifications those who may be suitable for appointment who are not in top 7 for interview who are kept as reserves	GD
6.	Prepare skills test and interview questions; (i) Skills test of Excel / Google sheets skills on project related problem, to count for 33% of final mark, scored 1-5 (ii) Interview to comprise 7 questions individually marked by each panel member (up to 6 panel members) - scored 1-5 per question, with highest and lowest mark discarded - if more than one highest or lowest mark only one of each to be discarded e.g. if marks are 5,5,4, 2,1,1 marks going forward are to be 5,4,2,1.		GD / RL

7.	Obtain external advice / validation of interview and test process.		
7(a)	Obtain member acceptance of advice and conduct training for members		
8.	Conduct tests and interviews	GD to attend and supervise all interviews	
9.	Moderate results, identify successful candidate and take up references.		
10.	Inform all unsuccessful candidates of outcome.		
11.	Make appointment and agree start date and induction programme.		

Candidates should be scored as follows

5 = exceeds requirement

4 = Meets requirement

3 = Meets some elements of requirement

2 = Meets few elements of criteria

1 = Does not meet criteria

Person specification/ Shortlisting form				
Requirement	Details	Essential / Desirable	How evidenced / assessed	Score
Previous work experience.	At least two years previous work experience in an analogous environment.	E	Application form.	
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	Application form.	
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	Application form.	
Driving Licence or access to means of mobility support.		E	Application form.	
Strong written communication skills.	Candidates must be able to communicate in English to a standard appropriate to the role of a professional	E	Application form (by assessment of personal statement) and test by requiring a precis of a	

	officer writing reports for council on technical and general topics.		provided document.	
Experience of events management / events planning.	Candidates should be able to demonstrate knowledge or experience of planning and managing events.	D	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	Application Form / Interview.	

Interview question form

5 = exceeds requirement

4 = Meets requirement

3 = Meets some elements of requirement

2 = Meets few elements of criteria

1 = Does not meet criteria

No.	Question	Criteria to look for in answer	Score
1	Experience of events	5 = has run a successful event involving licenses / permissions 4 = having been on a team for an event requiring licenses / permissions 3 = Having run a small event 2 = being on the team for a small event 1 = little or no experience evidenced	
2	Knowledge of local government in Northumberland		
3	Experience of grant applications / process		
4	Tell us about a time when you have used your skills to resolve a problem with a customer or business partner	Looking for evidence of problem solving and good customer focus	
5	Tell us about your previous work experience that you think is most relevant to this post		
6	Tell us about your favourite project that you have worked on or observed	project management experience or skills, knowledge of what a project is	

7	Tell us in three minutes what you know about Berwick	Communications skills	
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Council
Item 17
Appendix J
Monday, 26 March 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	

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

Date	What decision is requested	Why does this decision need to be made	Who requested it?	When does it need to be made?	Outcome
29/01/2018	Future Community Safety Arrangements	Best practice	TC	March 2018	
19/02/2018	Autumn Festival Budgets / AA Signage	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		
13/03/2018	Development of a Protocol Book	Best practice	TC		

BERWICK-UPON-TWEED TOWN COUNCIL

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

PRESENT:

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

IN ATTENDANCE:

G Davies, Town Clerk
S Cozens, Assistant to the Clerk
Cllr K Graham
1 member of the public

OPEN SESSION

Cllr K Graham asked a question concerning the winding up of a Residents Association, a matter which will be the subject of a report to council.

Mr B Darling asked a question concerning the Coastal Communities Fund.

BA097/17 1. APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllrs B Douglas, C Lewis and G Smith.

BA098/17 2. MINUTES OF THE LAST MEETING

The minutes of the meeting held on Monday, 12 February 2018 were approved and signed as a correct record without dispute.

BA099/17 3. DISCLOSURE OF INTERESTS

There were no disclosures of interests.

- BA100/17** **4. REQUEST FOR DISPENSATION**
There were no requests for dispensation.
- BA101/17** **5. ASSETS REGISTER UPDATE**
It was **RESOLVED** without dispute to note the updated Assets Register, which would be received by council.
- BA102/17** **6. AUTUMN FESTIVAL BUDGETS / AA SIGNAGE**
It was **RESOLVED** on the motion of Cllr Forbes, seconded by Cllr Gibson to instruct officers to undertake the work necessary to provide separate cost codes for each event, and to prepare the necessary virements to cover single event costs.
- BA103/17** **7. ADMINISTRATION OF NUMBER 2 ACCOUNT**
The Town Clerk presented the report and it was **RESOLVED** without dispute to note the report and to instruct officers to set up a separate account in the name of the town council for purchases from Amazon.
- BA104/17** **8. WEBSITE UPDATE**
The Town Clerk provided an update as to progress and it was **RESOLVED** to note the projected delivery date of 1st May.
- BA105/17** **9. COASTAL COMMUNITIES FUND**
It was **RESOLVED** to note the report.
- BA106/17** **10. HR/OD SERVICES TO TOWN AND PARISH COUNCILS IN NORTHUMBERLAND**
It was **RESOLVED** to note the update and to instruct the Town Clerk to price up alternative services when NCC's charging regime was known.
- BA107/17** **11. PAYROLL SERVICES**
The Town Clerk explained the proposed changes, and it was **RESOLVED** to note the update and to instruct the Town Clerk to bring a suitable report to council once the outstanding queries had been addressed by NCC.
- BA108/17** **12. DATE OF NEXT MEETING**
The date of the next meeting would be Monday, 9 April 2018 at 6.30 pm.

BERWICK-UPON-TWEED TOWN COUNCIL

Minutes of the Town Council Local Services Committee Meeting held on Monday, 26 February 2018 at 6.30pm in the Town Hall, Marygate, Berwick-upon-Tweed

PRESENT:

Councillors: B Douglas (Chair)
A Bowlas
R Bruce
A Gibson
K Graham
H Nichols
B Parkin
G Roughead
L Stephenson

IN ATTENDANCE:

G Davies, Town Clerk
S Cozens, Assistant to the Clerk
Cllr A Forbes.
7 member of the public, 1 member of the press

OPEN SESSION

There were no statements by members of the public present.

LS053/17 1. APOLOGIES FOR ABSENCE

There were no apologies for absence.

LS054/17 2. MINUTES OF THE LAST MEETING

The minutes of the Berwick-upon-Tweed Town Council Local Services

Committee meeting held on Monday, 29 January 2018 were agreed and signed as a correct record.

LS055/17

3. DISCLOSURE OF INTERESTS

Cllrs B Douglas, K Graham and L Stephenson declared a personal interest in Item 11.

LS056/17

4. REQUEST FOR DISPENSATION

There were no requests for dispensation.

LS057/17

5. ROSE GARDEN, FLAGSTAFF PARK

The Town Clerk introduced his report. After a debate the recommendation was moved by Cllr Bruce, seconded by Cllr Bowlas; after a debate the matter was not put to a vote and it was **RESOLVED** to defer the matter to a future meeting.

LS058/17

6. BANK HILL

The Town Clerk introduced his report. After a debate the recommendation was moved by Cllr Parkin, seconded by Cllr Graham, and, subject to an amendment moved by Cllr Douglas to require an open tended process, it was **RESOLVED** to recommend the implementation of Phase 1 works outlined within the report.

LS059/17

7. SEATS AND BENCHES

Cllr Douglas introduced the report from the chair. After a debate it was **RESOLVED** without dispute to defer the matter for further discussions with the customers concerned.

LS060/17

8. ASSET TAGGING

Members considered the report and there was a general consensus in favour of the styles and designs of tags described in the report.

LS061/17

9 TOWN COUNCIL NOTICE BOARDS

Members of the committee considered the report and it was **RESOLVED** without dispute to consult all councillors as to the preferred locations for notice boards.

LS062/17

10. BUS STOPS

Members noted the update provided by the Town Clerk.

LS063/17

11. RIDING OF THE BOUNDS

Standing orders having been suspended, the chair of Berwick Riders Association provided an update to the committee in which they expressed their concerns about the organization of the event.

LS064/17

12. CHRISTMAS LIGHTS

The Town Clerk provided a verbal update on the recent meeting with stakeholders.

LS065/17

13. SPONSORSHIP OF PLANTERS

It was **RESOLVED** without dispute to agree to staff bringing forward a further report to council on this topic.

LS066/17

14. FUTURE OF OPEN SPACES AND SKATE PARK

Members fully explored the options concerning the future of the skate park, and provided guidance to staff as to their preferred option of inspecting and making safe the site before taking further steps.

LS067/17

15. BEACH CLEAN

- i. Standing orders having been suspended sufficiently to allow a member of the public to speak, an update was received both from a coastal volunteer and from Cllr Stephenson.
- ii. Members provided guidance to staff as to the types of projects they would wish to see developed with the funding previously allocated by council.

LS068/17

16. DATE OF NEXT MEETING

The next meeting of the committee will be held on Monday, 26 March 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 in order to allow for the discussion of a confidential matter, pursuant to the Admission to Meetings Act 1961.

LS069/17

17. ALLOTMENT

It was **RESOLVED** without dispute to agree to further exploratory discussions taking place.

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 Planning Committee Meeting held on Tuesday, 13 February 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:

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

OPEN SESSION

Concerns and issues were raised regarding the application for Land South Of St Aidens House. A member of the Neighbourhood Plan Steering Group welcomed Cllr K Graham as Chair of the Steering Group.

P086/17 1. APOLOGIES FOR ABSENCE

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

P087/17 2. MINUTES OF THE LAST MEETINGS

The minutes of the meeting held on Tuesday, 9 January 2018 were agreed and signed as a correct record.

P088/17 3. DISCLOSURE OF INTERESTS

Councillor A Bowlas declared a personal interest in Item 7, Applications 18/00293/FUL (46B Church Street, Berwick-upon-Tweed, Northumberland. TD15 1DX) and 18/00294/FUL (46C Church Street, Berwick-upon-Tweed, Northumberland. TD15 1DX);

Councillor B Douglas declared a personal interest in Item 7, Applications 18/00262/FUL (Site At Windmill Way West, Windmill Way West, Ramparts Business Park, Berwick-upon-Tweed. TD15 1UN), 18/00293/FUL (46B Church

Street, Berwick-upon-Tweed, Northumberland. TD15 1DX), 18/00294/FUL (46C Church Street, Berwick-upon-Tweed, Northumberland. TD15 1DX) and 18/00248/FUL (Land South Of St Aidens House, Palace Green, Berwick-upon-Tweed, Northumberland.).

P089/17 4. REQUEST FOR DISPENSATION

There were no requests for dispensation.

P090/17 5. LOCAL NEIGHBOURHOOD PLAN

The committee noted the view of the Neighbourhood Plan Steering Group that Cllr K Graham should chair the said Steering Group.

P091/17 6. PLANNING APPLICATION 17/04482/FUL

Standing orders were suspended sufficiently to allow a member of the public to speak, before being reinstated.

Members provided no objections to the application, however, they would hope that Northumberland County Council would put procedures in place, so that this type of occurrence doesn't happen again.

P092/17 7. APPLICATIONS FOR PLANNING PERMISSION

18/00194/ADE

Advertisement consent for rebranding external signage. 5 illuminated fascia signs, 8 illuminated other signs, 7 non illuminated signs.

Morrisons, Loaning Meadows, Berwick-upon-Tweed. TD15 1UQ

Members felt that there should be a condition that the signs only be illuminated during hours of business, so therefore would be turned off overnight. This is to prevent light pollution.

18/00262/FUL

Proposed Construction of 2No Linked Industrial/Workshop Units.

Site At Windmill Way West, Windmill Way West, Ramparts Business Park, Berwick-upon-Tweed. TD15 1UN

Members were supportive of this application.

18/00293/FUL

Replacing 4no. sash and case windows (damaged, worn, single glazed) within like for like wood sash and case double glazed windows.

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

No objections.

18/00294/FUL

Replacing 3no. sash and case windows (damaged, worn, single glazed) with like for like wood sash and case double glazed windows.

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

No objections.

18/00219/FUL

Formation of new garden gate, path, paving and terrace replacement windows, front door and fanlight, additions of chimney terminals, roof light and exterior lighting.

Lions House, The Walls, Berwick-upon-Tweed, Northumberland. TD15

1JG

Members were supportive of this application.

18/00220/LBC

Listed building consent for formation of new garden gate, path, paving with lighting and terrace, sun pipe, chimney terminals and rainwater goods, front door and fanlight, roof light and exterior lighting, alterations to form new kitchen, bathrooms, cloakroom and basement hall with under floor heating, fireplaces, windows with shutters and internal joinery.

Lions House, The Walls, Berwick-upon-Tweed, Northumberland. TD15

1JG

Members were supportive of this application.

18/00248/FUL

Proposed erection of two one and a half storey attached dwellings.

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

There was a view that a robust archaeological inspection was required and that the application was not in keeping in what is a conservation area.

However, it was noted that there was also a feeling of support amongst Members.

18/00415/VARYCO

Variation of conditions 16 (disposal of surface water), 28 (programme of archaeological work), 29 (construction method statement), 40 (contamination risks), 41 (remediation strategy), 43 (stage 1 road safety audit), 45 (bus stop improvements), 46 (footway/cycle way), 47 (works to North Greenwich Road carriageway), 49 (motorcycle/bicycle parking) and 53 (travel plan) of application N/09/B/0317 to allow incremental approach to development.

Land At Spittal Point, North Greenwich Road, Spittal, Northumberland

Members would request a public meeting in Spittal to provide the community with information.

P093/17

8. 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.

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9. DATE OF NEXT MEETING

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