

**Stephen Warren**  
BSc Econ, MSc, CPFA, ACA

14 December 2015

Berwick-upon-Tweed Town Council  
5 The Chandlery  
Quayside  
Berwick-upon-Tweed  
TD15 1HE  
FAO: Wendy Pattison, Acting Clerk

Dear Sirs

Thank you for engaging me as your advisor.

This letter and the attached schedule of service together with my terms of business dated 14 December 2015 set out the basis on which I am to provide services as adviser and your and my respective responsibilities.

## **1. SCOPE OF SERVICES**

1.1. I have listed below the work which you have instructed me to carry out, the detail of which is contained in the attached schedule. This states your and my responsibilities in relation to the work to be carried out. If I agree to carry out additional services for you I will provide you with a new or amended engagement letter and schedule. Only the services which are listed in the attached schedule are included within the scope of my instructions. If there is additional work that you wish me to carry out which is not listed in the schedule, please let me know and I will discuss with you whether they can be included in the scope of my work.

1.2. The attached schedule of services and my terms of business are attached to this engagement letter and should be read in conjunction with it.

## **2. LIMITATION OF LIABILITY**

2.1. I will provide services as outlined in this letter with reasonable care and skill. My liability to you is limited to losses, damages, costs and expenses caused by my negligence or wilful default. However, to the fullest extent permitted by law, I will not be responsible for any losses, where you or others supply incorrect or incomplete information, or fail to supply any appropriate information or where you fail to act on my advice or respond promptly to communications from me.

2.2. You will not hold me responsible, to the fullest extent permitted by law, for any loss suffered by you arising from any misrepresentation (intentional or unintentional) supplied to me orally or in writing in connection with this agreement.

2.3. My work is not, unless there is a legal or regulatory requirement, to be made available to third parties without my written permission and I will accept no responsibility to third parties for any aspect of my professional services or work that is made available to them.

## **3. COMMUNICATING WITH YOU**

3.1. I will communicate with Ms Wendy Pattison in relation to services provided to you having agreed with you that they will represent the Council.

#### 4. AGREEMENT OF TERMS

##### 4.1. Period of engagement

4.1.1. This engagement will start on 1 January 2016.

4.1.2. Once agreed, this letter will remain effective from the date of signature until it is replaced. You or I may agree to vary or terminate my authority to act on your behalf at any time without penalty. Notice of variation or termination must be given in writing.

##### 4.2. Confirmation of your agreement

4.2.1. Please confirm your agreement to the terms of this letter and the attached terms of business by signing and returning the enclosed copies.

4.2.2. If this letter and the attached terms of business are not in accordance with your understanding of my terms of appointment, please let me know.

Yours sincerely

Stephen Warren

I acknowledge receipt of this letter, and I agree to this letter and the attached schedule of services, which together with the terms of business, fully records the agreement between us concerning your appointment to carry out the work described in the schedule.

Signed

Name

Date

For and on behalf of Berwick-upon-Tweed Town Council

## **SCHEDULE OF SERVICES – ASSISTANCE IN IMPLEMENTATION OF IMPROVEMENTS AT BERWICK-UPON-TWEED TOWN COUNCIL**

This schedule should be read in conjunction with the engagement letter and the terms and conditions of business.

### **1. Your responsibilities**

1.1. You are responsible for giving me access to all documentation and explanations relevant to the matters on which you are seeking my support.

#### **1.2. Objectives**

1.2.1. You are responsible for determining the objectives of the Council.

#### **1.3. Risk management**

1.3.1. You are responsible for determining and assessing the risks that the Council faces and the mitigating steps that you will take in respect of those risks.

#### **1.4. Financial Regulations**

1.4.1. You are responsible for determining the areas to be covered by draft Financial Regulations and the principles to be reflected in them.

1.4.2. You are responsible for determining whether to adopt revised draft Financial Regulations drafted and for the implementation of revised Financial Regulations.

#### **1.5. Financial Procedures**

1.5.1. You are responsible for determining the areas to be covered by financial procedure notes.

1.5.2. You are responsible for determining the specific financial procedures that the Council will adopt.

### **2. My responsibilities**

2.1. I have agreed, at your request, to undertake work in four areas:

#### **2.2. Objectives**

2.2.1. Prepare draft materials to run a workshop for councillors on the Council's objectives;

2.2.2. Meet with the Mayor, Chair of the Council's Finance and Resources Committee and Town Clerk to discuss the draft materials and, in light of their observations finalise the materials;

2.2.3. Facilitate a workshop on the Council's objectives; and

2.2.4. With the Town Clerk prepare draft objectives for consideration by the Council.

#### **2.3. Risk management**

2.3.1. Prepare draft materials to run a workshop for councillors on identifying risks relevant to the Council's objectives, the Council's risk appetite and approach to risk

management;

2.3.2. Meet with the Mayor, Chair of the Council's Finance and Resources Committee and Town Clerk to discuss the draft materials and, in light of their observations finalise the materials;

2.3.3. Facilitate a workshop on risk management; and

2.3.4. With the Town Clerk prepare a draft risk register for consideration by the Council.

#### **2.4. Financial Directions**

2.4.1. Prepare draft materials to run a workshop for councillors on the Council's system of internal financial control and the scope, nature and content of revised Financial Regulations;

2.4.2. Meet with the Chair of the Council's Finance and Resources Committee and Town Clerk to discuss the draft materials and, in light of their observations, finalise the materials;

2.4.3. Facilitate a workshop for councillors on the Council's system of internal financial control and the scope, nature and content of revised Financial Regulations;

2.4.4. Work with the Town Clerk to draft revised Financial Regulations reflecting the outcome of the workshop;

2.4.5. Draft a covering paper to explain the draft revised Financial Regulations for submission to the Council with the draft Financial Regulations; and

2.4.6. Work with the Town Clerk to make any alternations to the draft revised Financial Regulations requested by councillors.

#### **2.5. Financial Procedures**

2.5.1. Meet with the Chair of the Council's Finance and Resources Committee and Town Clerk to discuss the scope and nature of financial procedures;

2.5.2. Work with the Town Clerk and Finance Officer to draft Financial Procedures for approval by the Council; and

2.5.3. Work with the Town Clerk to make any alternations to the draft Financial Procedures requested by councillors.

### **3. Fees**

3.1. The fee for this work shall be:

3.1.1. Objectives: £800;

3.1.2. Risk management: £1,600;

3.1.3. Financial Regulations: £3,200; and

3.1.4. Financial Procedures: £3,200.

3.2. Reasonable costs for travel, accommodation, subsistence and postage shall be reimbursed.

14 December 2015

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## **TERMS OF BUSINESS**

The following terms of business apply to all engagements accepted by Stephen Warren. All work is carried out under these terms except where changes are expressly agreed in writing.

### **1. Applicable law**

- 1.1. My engagement letter, the schedules of services and my standard terms and conditions of business are governed by, and should be construed in accordance with English law. Each party agrees that the courts of England will have exclusive jurisdiction in relation to any claim, dispute or difference concerning this engagement letter and any matter arising from it on any basis. Each party irrevocably waives any right to object to any action being brought in those Courts, to claim that the action has been brought in an inappropriate forum, or to claim that those Courts do not have jurisdiction.

### **2. Client Identification**

- 2.1. As with other professional services firms, I am required to identify my clients for the purposes of the UK anti-money laundering legislation. I may request from you, and retain, such information and documentation as I require for these purposes and/or make searches of appropriate databases. If I am not able to obtain satisfactory evidence of your identity, I will not be able to proceed with the engagement.

### **3. Complaints**

- 3.1. I am committed to providing you with a high quality service that is both efficient and effective. However, should there be any cause for complaint in relation to any aspect of my service please contact me. I agree to look into any complaint carefully and promptly and do everything reasonable to put it right. If you are still not satisfied you can refer your complaint to the Institute of Chartered Accountants in England and Wales.

### **4. Confidentiality**

- 4.1. Communication between us is confidential and I shall take all reasonable steps to keep confidential your information except where I am required to disclose it by law, by regulatory bodies, by my insurers or as part of an external peer review. Unless I am authorised by you to disclose information on your behalf this undertaking will apply during and after this engagement.
- 4.2. I reserve the right, for the purpose of promotional activity, training or for other business purpose, to mention that you are a client. As stated above I will not disclose any confidential information.

## **5. Conflicts of interest**

- 5.1. I will inform you if I become aware of any conflict of interest in my relationship with you or in my relationship with you and another client unless I am unable to do so because of my confidentiality obligations. I have safeguards that can be implemented to protect the interests of different clients if a conflict arises. Where conflicts are identified which cannot be managed in a way that protects your interests then I regret that I will be unable to provide further services.
- 5.2. If there is a conflict of interest that is capable of being addressed successfully by the adoption of suitable safeguards to protect your interests then I will adopt those safeguards. I reserve the right to provide services for other clients whose interests are not the same as yours or are adverse to yours subject of course to the obligations of confidentiality referred to above.

## **6. Data protection**

- 6.1. I confirm that I will comply with the provisions of the Data Protection Act 1998 when processing personal data about you or your clients. In order to carry out the services under my engagement letter and for related purposes such as updating and enhancing my client records, analysis for management purposes and statutory returns, legal and regulatory compliance and crime prevention I may obtain, process, use and disclose personal data about you.

## **7. Disengagement**

- 7.1. Should I resign or be requested to resign I will normally issue a disengagement letter to ensure that our respective responsibilities are clear. Should I have no contact with you for a period of six months or more I may issue to your last known address a disengagement letter and hence cease to act.

## **8. Electronic and other communication**

- 8.1. Unless you instruct me otherwise I may, where appropriate, communicate with you and with third parties via email or by other electronic means. The recipient is responsible for virus checking emails and any attachments.
- 8.2. With electronic communication there is a risk of non-receipt, delayed receipt, inadvertent misdirection or interception by third parties. I use virus-scanning software to reduce the risk of viruses and similar damaging items being transmitted through emails or electronic storage devices. However electronic communication is not totally secure and I cannot be held responsible for damage or loss caused by viruses nor for communications which are corrupted or altered after despatch. Nor can I accept any liability for problems or accidental errors relating to this means of communication especially in relation to commercially sensitive material. These are risks you must bear in return for greater efficiency and lower costs. If you do not wish to accept these risks please let me know and I will communicate by paper mail, other than where electronic submission is mandatory.
- 8.3. Any communication by me with you sent through the post system is deemed to arrive at your postal address two working days after the day that the document was sent.

## **9. Fees and payment terms**

- 9.1. My fees may depend not only upon the time spent on your affairs but also on the level of skill and responsibility and the importance and value of the advice that I provide, as well as the level of risk.

- 9.2. If I provide you with an estimate of my fees for any specific work, then the estimate will not be contractually binding unless I explicitly state that that will be the case.
- 9.3. Where requested I may indicate a fixed fee for the provision of specific services or an indicative range of fees for a particular assignment. If it becomes apparent to me, due to unforeseen circumstances, that a fee quote is inadequate, I reserve the right to notify you of a revised figure or range and to seek your agreement thereto.
- 9.4. I will bill monthly and my invoices will be due for payment within 30 days of issue. Any disbursements I incur on your behalf and expenses incurred in the course of carrying out my work for you will be added to my invoices where appropriate.
- 9.5. Unless otherwise agreed to the contrary my fees do not include the costs of any third party, counsel or other professional fees.
- 9.6. I reserve the right to charge interest on late paid invoices at the rate of 3% above bank base rates under the Late Payment of Commercial Debts (Interest) Act 1998. I also reserve the right to suspend my services or to cease to act for you on giving written notice if payment of any fees is unduly delayed. I intend to exercise these rights only where it is fair and reasonable to do so.
- 9.7. If you do not accept that an invoiced fee is fair and reasonable you must notify me within 21 days of receipt, failing which you will be deemed to have accepted that payment is due.
- 9.8. If a client company, trust or other entity is unable or unwilling to settle my fees I reserve the right to seek payment from the individual (or parent company) giving me instructions on behalf of the client and I shall be entitled to enforce any sums due against the Group Company or individual nominated to act for you.

## **10. Implementation**

- 10.1. I will only assist with implementation of my advice if specifically instructed and agreed in writing.

## **11. Intellectual property rights**

- 11.1. I will retain all copyright in any document prepared by me during the course of carrying out the engagement save where the law specifically provides otherwise.

## **12. Interpretation**

- 12.1. If any provision of my engagement letter or terms of business is held to be void, then that provision will be deemed not to form part of this contract. In the event of any conflict between these terms of business and the engagement letter or schedules, the relevant provision in the engagement letter or schedules will take precedence.

## **13. Internal disputes within a client**

- 13.1. If I become aware of a dispute between the parties who own or are in some way involved in the ownership and management of the business, it should be noted that my client is the business and I would not provide information or services to one party without the express knowledge and permission of all parties. Unless otherwise agreed by all parties I will continue to supply information to the registered office/normal place of business for the attention of the directors/proprietors. If conflicting advice, information or instructions are received from different directors/principals in the business I will refer the matter back to the board of directors/the partnership and take no further action until the board/partnership has agreed the action to be taken.



## **14. Limitation of third party rights**

- 14.1. The advice and information I provide to you as part of my service is for your sole use and not for any third party to whom you may communicate it unless I have expressly agreed in the engagement letter that a specified third party may rely on my work. I accept no responsibility to third parties, including any group company to whom the engagement letter is not addressed, for any advice, information or material produced as part of my work for you which you make available to them. A party to this agreement is the only person who has the right to enforce any of its terms and no rights or benefits are conferred on any third party under the Contracts (Rights of Third Parties) Act 1999.

## **15. Period of engagement and termination**

- 15.1. Unless otherwise agreed in my engagement letter, my work will begin when I receive implicit or explicit acceptance of that letter. Except as stated in that letter I will not be responsible for periods before that date.
- 15.2. Each of us may terminate our agreement by giving not less than 21 days notice in writing to the other party except where you fail to cooperate with me or I have reason to believe that you have provided me with misleading information, in which case I may terminate this agreement immediately. Termination will be without prejudice to any rights that may have accrued to either of us prior to termination.
- 15.3. In the event of termination of my contract, I will endeavour to agree with you the arrangements for the completion of work in progress at that time, unless I am required for legal or regulatory reasons to cease work immediately. In that event, I shall not be required to carry out further work and shall not be responsible or liable for any consequences arising from termination.

## **16. Professional rules and statutory obligations**

- 16.1. I will observe and act in accordance with the bye-laws, regulations and code of ethics of the Institute of Chartered Accountants in England and Wales and the Chartered Institute of Public Finance and Accountancy and will accept instructions to act for you on this basis. I will not be liable for any loss, damage or cost arising from my compliance with statutory or regulatory obligations. The requirements are also available on the internet at [www.icaew.com/en/members/regulations-standards-and-guidance](http://www.icaew.com/en/members/regulations-standards-and-guidance) and <http://www.cipfa.org/membership/membership-handbook>.

## **17. Quality control**

- 17.1. As part of my ongoing commitment to providing a quality service, my files may be periodically reviewed by an independent regulatory or quality control body. These reviewers are highly experienced and professional people and, of course, are bound by the same rules for confidentiality as me.

## **18. Reliance on advice**

- 18.1. I will endeavour to record all advice on important matters in writing. Advice given orally is not intended to be relied upon unless confirmed in writing. Therefore, if I provide oral advice (for example during the course of a meeting or a telephone conversation) and you wish to be able to rely on that advice, you must ask for the advice to be confirmed by me in writing.

## **19. The Provision of Services Regulations 2009**

- 19.1. My professional indemnity insurer is AXA UK plc of 5 Old Broad Street, London, EC2N 1AD. The territorial coverage is worldwide excluding any claim instituted or pursued

within the United States of America or Canada or any territories which come within the jurisdiction of the United States of America or Canada or in which it is contended that the laws of the United States of America or Canada should apply or to enforce a judgment obtained in any Court of the United States of America or Canada or any territories which come within the jurisdiction of the United States of America or Canada.

14 December 2015

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**Berwick-upon-Tweed Town Council**  
**PORTAS PAYMENTS TO BE APPROVED**

See page 3 for accompanying explanatory notes

<b>Voucher Code</b>	<b>Date</b>	<b>Cheque</b>	<b>Description</b>	<b>Supplier</b>	<b>Net</b>	<b>VAT</b>	<b>Total</b>
305 Boat Trips	27/11/2015	101221	Portas Grant	Cittaslow Berwick	1,005.00	0.00	1,005.00
311 Wilson's Tales	11/12/2015	101208	Portas Grant	Wilson's Tales project	1,520.00	0.00	1,520.00
312 Pop-up Shop	11/12/2015	101224	Portas grant	Berwick Town Team Ltd	1,586.42	0.00	1,586.42
313 Berwick Deserves Better	11/12/2015	BACS	Portas grant	Berwick Deserves Better	9,926.40	0.00	9,926.40
314 Berwick Deserves Better	11/12/2015	101225	Postage	Wireless Logic	6.00	1.20	7.20

**Berwick-upon-Tweed Town Council**  
**PAYMENTS TO BE APPROVED**

See page 3 for accompanying explanatory notes

<b>Voucher Code</b>	<b>Date</b>	<b>Cheque No</b>	<b>Description</b>	<b>Supplier</b>	<b>Net</b>	<b>VAT</b>	<b>Total</b>
298 Other Events Grants	27/11/2015	101216	Grant	Cittaslow Berwick	365.60	0.00	365.60
303 Berwick in Bloom [annual]	27/11/2015	101216	Grant	Cittaslow Berwick	200.00	0.00	200.00
315 Other Events Grants	11/12/2015	101216	Grant	Cittaslow Berwick	200.00	0.00	200.00
316 Maintenance & installation	11/12/2015	101226	Christmas lights instalation	Landels Electrical	1,850.00	370.00	2,220.00
317 Bus Shelter Maintenance	11/12/2015	101227	Bus Shelter repairs	Bob Lee Welding	621.88	124.38	746.26
318 Remembrance Day	11/12/2015	101228	Printing	Shiel Morrison	280.00	0.00	280.00
319 Professional Services	11/12/2015	101229	Legal services	Clr Law	500.00	100.00	600.00
320 Other Marketing	11/12/2015	101230	Film	Lighthouse Films	1,800.00	0.00	1,800.00
323 Professional Services	11/12/2015	101231	Professional advice	S Warren	10,613.45	0.00	10,613.45

**Berwick-upon-Tweed Town Council**  
**DIRECT PAYMENTS TO BE NOTED**

<b>Voucher Code</b>	<b>Date</b>	<b>Cheque No</b>	<b>Description</b>	<b>Supplier</b>	<b>Net</b>	<b>VAT</b>	<b>Total</b>
321 Electricity	11/12/2015	directdebit	Electricity	Southern Electric	51.57	2.57	54.14
322 SSP Electricity	11/12/2015	directdebit	Electricity	British Gas	8.93	0.44	9.37

Explanatory Notes to accompany payment list.

<b>Voucher</b>	<b>Notes</b>
305	Part payment of Portas Grant to support infra-structure provision for boat trips
311	Final payment of Wilson's Tales Portas grant
312	Payment for Pop-up shop Portas project approved by Berwick Town Team Ltd
313	Second & final payment for Digital Notice Boards
314	Delevery charge for Digital Notice Boards SIM cards
298/315	Grant for Northumbria in Bloom awards ceremony [part payment]
303	Contribution to costs of Berwick's entry to Northumbria in Bloom competition
316	Contribution to costs of installing Christmas Lights on Berwick Bridge
317	Repairs to Tweedmouth [Asda] bus shelter
318	Printing Remembrance Day service sheets
319	Agreed payment under terms of settlement with former Town Clerk
320	Production of promotional film for Berwick upon Tweed
321	Office electricty use
322	Spittal Splash Park electricity [standing charge]
323	Costs for conducting review of Financial Management

## Pressure Testing of New Water Service Pipework

1. The Water Supply (Water fittings) Regulations 1999 require that all new water systems both above and below ground shall be tested hydraulically prior to commission.
2. For external below ground pipework where the supply pipe is newly installed and monolithic in structure (ie there are no joints on the service pipe other than the connection to the communication pipe) Northumbrian Water will not require an additional on site test but will accept the pipe manufactures test certificate or pressure guarantees.
3. For both internal pipework and underground pipework with joints the test pressure should be 1.5 times the maximum working pressure that any pipe or fitting would be subjected to.
4. It should be noted that Northumbrian Water do not guarantee pressures in their water mains and pressure can vary quite substantially over a 24 hour period.
5. The method of testing will vary depending upon the nature of the pipework. Those systems with plastic pipes need to make allowance for the expansion in the plastic material caused by the pressurisation process.
6. Prior to the commencement of any test the pipework shall be charged with wholesome water and all air removed.
7. All testing methods should be completed in a manner that will not permit the contamination of the public water main with pressurised water.
8. For internal systems all float operated valves should be capped off or isolated.
9. The test pressure is measured at the lowest point on the system to be tested.
10. For systems that do **NOT** contain any plastic materials (that is rigid materials such as copper or stainless steel) the requirement shall be satisfactory if, the whole of the system under examination is pressurised to the required value by pumping after which it is then isolated for the period of one hour and the pressure does not fall below that of the test pressure.
11. For systems that do contain plastic materials there are two methods of test procedure each of which is acceptable to Northumbrian Water

Test A The whole system under examination is subjected to the test pressure by means of pumping. Once the test pressure is achieved the pressure is maintained by pumping for a further 30 minutes, after which the test continues with additional pumping.

The pressure in the system is then carefully reduced to one third of the test pressure.

The test is satisfactory if the pressure does not drop further over the following 90 minutes and there is no visible sign of leakage.

Test B The whole of the system is subjected to the test pressure which is maintained by pumping for a period of 30 minutes after which the pressure is noted. Then without further pumping the test is deemed satisfactory if the test pressure does not fall more than 0.6 bar over the next 30 minutes and a further 0.2 bar during the following 120 minutes and there is no visible sign of leakage.

## **Disinfection of New Water Service Pipework**

1. Prior to the commission of any new water supply the system must be flushed to ensure the removal of any debris that may be within the pipework.
2. It **MAY** also be necessary to disinfect the pipe work depending upon the size, location, installation conditions, etc.
3. Under normal considerations for a new domestic house Northumbrian Water would **NOT** usually require the service pipe or any internal plumbing to be disinfected.
4. Northumbrian Water **WILL** however require the disinfection of new or existing supply pipes when:-
  - The new connection is to an existing premise domestic or otherwise that has been originally connected to a non-Northumbrian Water supply. (i.e. springs borehole or other source). Refer to Guidance Note 5.
  - The new water pipe is of 50mm internal diameter or greater.
  - The new water pipe is 50 metres or more in length.
  - The water pipework has not been in regular use for some time. (Installed and left or just isolated for a long period i.e. 30 days).
  - The pipe has been installed in such a manner as to give concern (i.e. contaminated land, foul conditions, may have been subject to ingress by pests).
  - The pipework may have been subject to contamination by virtue of its location particularly for repairs or extensions in industrial situations.
5. The method of disinfection should be in accordance with BS8558 (2011) and the following is a typical method acceptable to Northumbrian Water.
  - The water pipework should be swabbed where possible. The swab having been immersed in a sodium hyperchlorite (Chlorox) solution of 1000ppm (1% Chlorox) or similar.
  - The pipework should then be flushed out to waste until the water is clear and free of air.
  - Inject the pipe work with a disinfection solution equivalent to 20 ppm of chlorox and when fully charged leave to stand for a minimum period of 2.5 hours – Table 12..
  - Flush out the chlorinated water disposing safely to drain (not to a watercourse) until the background of the chlorine reaches that of wholesome water.
  - Once again leave to stand fully charged for 20 to 24 hours contact time.
  - Have samples taken by a certificated UKAS laboratory (see over) and analysed for bacteriological satisfaction. For satisfaction the bacteriological results should not exceed

A	Total coliforms	0 per 100 ml
B	E Coli (Escherichia or Faecal Coliforms)	0 per 100 ml
C	Colony count @ 37° Celsius	50 per ml
D	Colony count @ 22° Celsius	300 per ml
  - In addition the free and total chlorine residuals must be measured and recorded on site prior to the sample being taken for bacteriological analysis.
  - If samples are clear the test results should be submitted to Northumbrian Water (ON THE ACCREDITED LABORATORY'S TEST CERTIFICATE).
  - If the test results fail it will be necessary to repeat the chlorination procedure.
6. **The new supply may be connected or reconnected to the public water supply only after approval by Northumbrian Water Ltd.**
7. A list of UKAS accredited testing laboratories within the north east is given overleaf.



# Water Supply (Water Fittings) Regulations 1999 Guidance Note 4



Customer Services: 0845 7171100

## **UKAS accredited testing laboratories**

Further information available from:- [www.ukas.org](http://www.ukas.org)

Northumbrian Water Scientific Services  
Northumberland Dock Road  
Wallsend  
Newcastle upon Tyne  
NE28 0QD  
Tel: 0870 320 4567  
Contact:

Pattinson Scientific Services  
Public Analysts Laboratory  
Scott House  
Penn Street  
Scotswood Industrial Estate  
Newcastle upon Tyne  
NE4 7BG  
Tel: 0191 226 1300  
Contact: Mr J Scown

Durham County Council  
Consumer & Scientific Services  
County Hall  
Durham  
DH1 5UB  
Tel: 0191 383 3898  
Contact: Mrs A Howe

NEWTEC Laboratories Ltd  
Belasis Court  
Belasis Hall Technology Park  
Greenwood Road  
Billingham  
TS23 4AZ  
Tel: 01642 370321  
Contact: Mr C Hudson

Microbac Ltd  
Derwentside Business Centre  
Consett Business Park  
Consett  
Co Durham  
DH8 6BP  
Tel: 01207 693838  
Contact: Ms M Greenhalgh

Newcastle Environmental Laboratory  
Health Protection Agency North East  
Institute of Pathology  
General Hospital  
Westgate Road  
Newcastle upon Tyne  
NE4 6BE  
Tel: 0191 273 2070  
Contact: Mr Harry Forshaw

## Pipes Entering Buildings

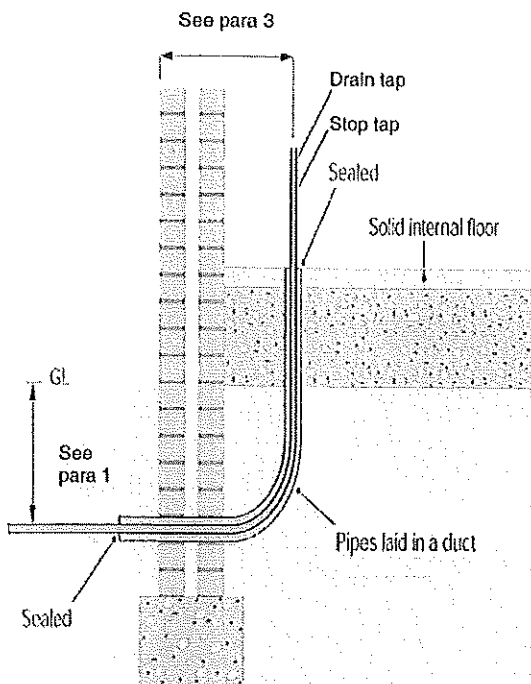
1. Pipes entering buildings within the approved depth range (750mm – 1350mm) should be passed through a duct and the ends of the duct sealed to prevent the ingress of gas or vermin into the building (drawings 1 & 2).
2. The duct should comprise a continuous slow bended duct of sufficient size to permit the pipe & insulation to be withdrawn & replaced if necessary,
3. Drawing 1 indicates the vertical pipe entering building through a solid internal floor within a sealed duct.

Less than 750mm from external face of wall	Pipe to be thermally insulated within duct
Minimum 750mm from external face of wall	Pipe not required to be thermally insulated

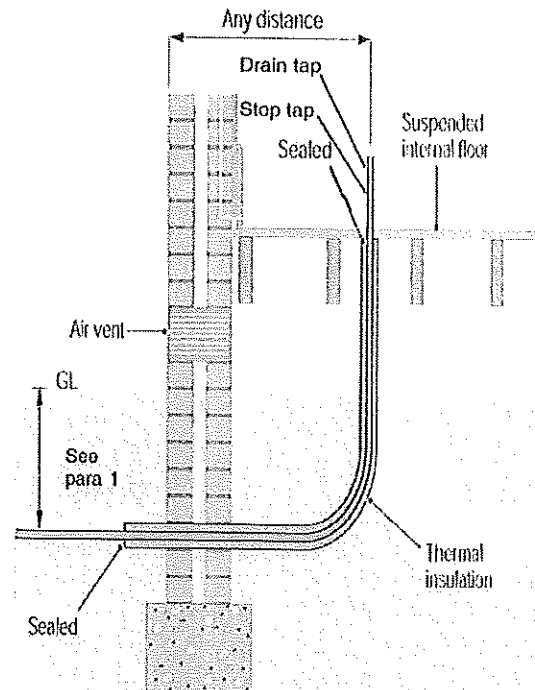
4. Drawing 2 indicates the vertical pipe entering a building through a suspended floor with air void below. The pipe shall be thermally insulated within the duct regardless of distance from the external face of the wall.

5. Thermal insulation should be of the closed cell type complying with BS 5422 and be installed in accordance with BS 5970.
6. The vertical pipe entering a building shall be fitted with a stop valve to control the flow of water to those premises only. The stop valve should be installed above floor level, near where the pipe enters the building and so installed that closure will prevent the supply of water to all points of use. Stop valves up to 50mm should conform to BS 1010 Part 2 and those 50mm & above should be flanged gate valves to BS 5163.
7. A drain tap shall be fitted to the vertical pipe immediately above the stop valve. Drain taps should be of the screw down type conforming to BS 2789 or, where located in a frost free location, of an approved spherical type.
8. All fittings and materials shall be WRAS certificated and listed in the Water Fittings and Materials Directory. Other fittings and materials may be permitted providing they are shown to carry similar certification from another appropriate approved body.

Drawing 1

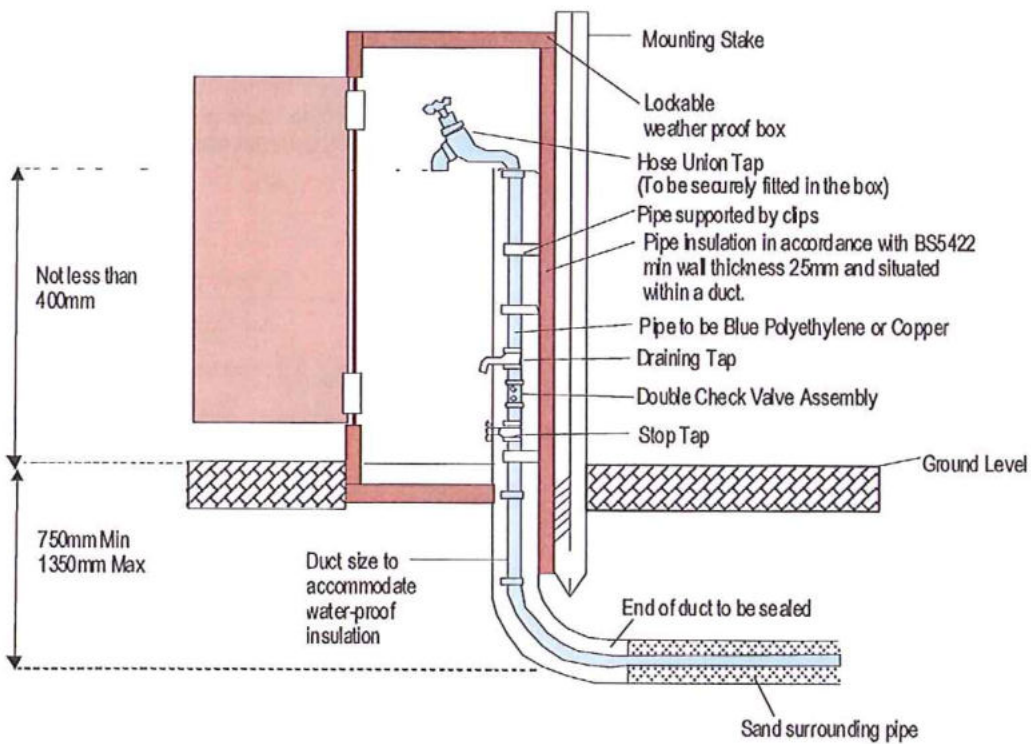


Drawing 2



Standpipe/Temporary Building Water Supply

All fittings and materials are to be accordance with DWI and listed in the Water and Materials Directory published by Wrc



# NORTHUMBRIAN WATER TERMS AND CONDITIONS

## DESCRIPTION OF SERVICE

The quotation covers the cost of providing the communication pipe from the main up to the boundary of the property.

It also includes:

- The meter housing and meter which will normally be located at the boundary of the highway in which the main is laid.
- We may also install remote reading devices where appropriate.
- Excavation, backfill and permanent reinstatement of disturbed surfaces where applicable, subject to any provisions shown in our quotation.
- Infrastructure charges.

Our quotation **does not include the supply pipe from the boundary and in-to your property.**

## PAYMENT TERMS AND CONDITIONS

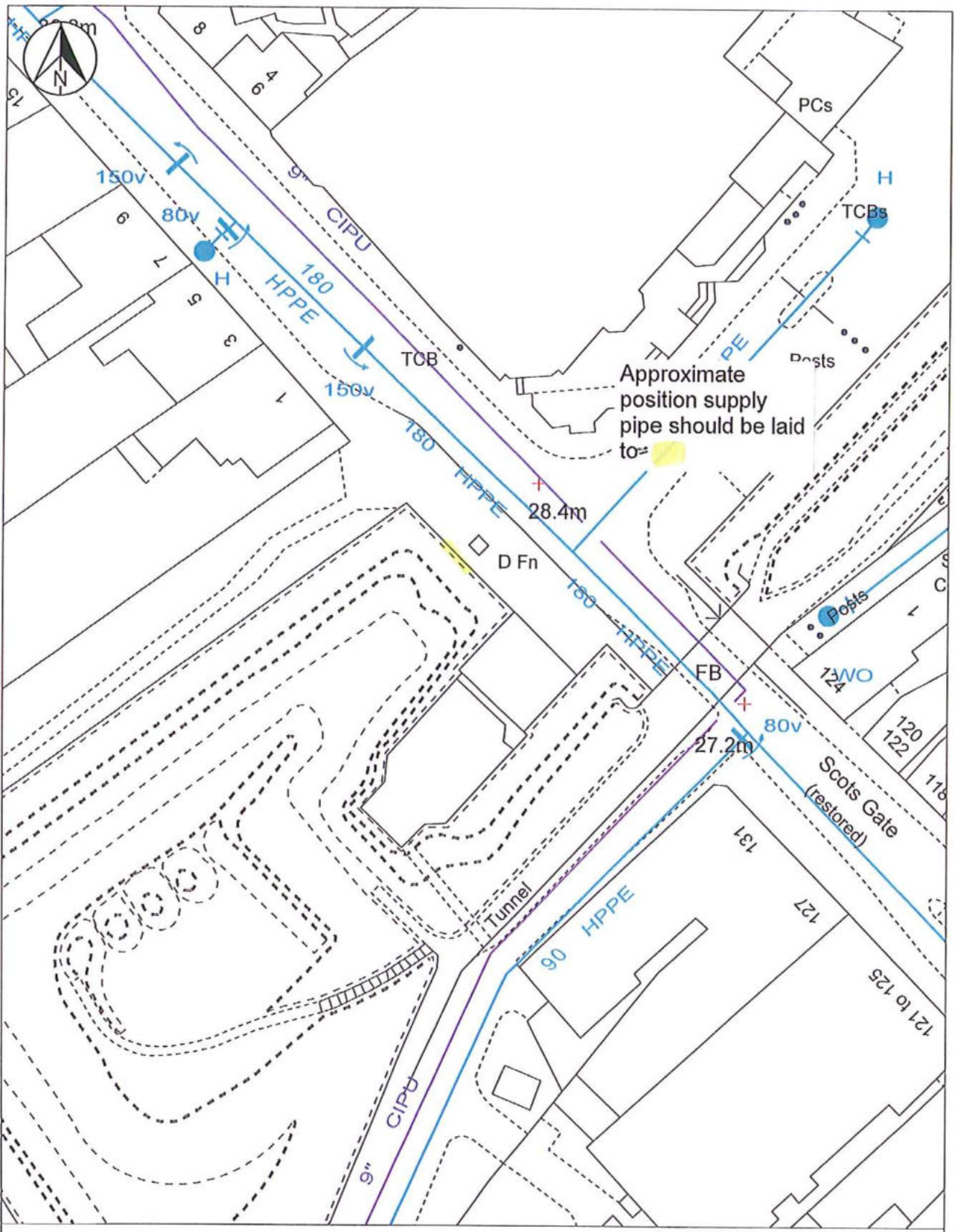
1. The fees and charges are valid for work conducted within six months from the date of the quotation.
2. Payment of the charges will be deemed as acceptance of these conditions and those recorded in our general terms and conditions (available on request).
3. **There is a fee of £108.00 incl VAT payable when you submit an application.** This fee covers our costs for providing a quotation. Should you accept our quotation we will reimburse the fee to you by deducting it from your quotation.
4. Full payment of all charges shown on the quotation must be received in advance of any work being undertaken by Northumbrian Water.
5. **A cancelled job charge of £217.20 incl VAT** will be payable on cancellation of service installation once payment for the quotation has been received.
6. Your supply pipework must be installed as to comply with the Water Supply (Water Fittings) Regulations 1999 (Water Regulations). If the supply pipe and trench do not meet with the regulations, we will leave a card which will specify the reason for failure. **You will be liable to pay a re-inspection fee of £109.20 incl VAT per visit for any further visits which are necessary. This fee must be paid before we will arrange any re-inspection appointments.**
7. Some properties may require their internal water system(s) to be inspected and certified for compliance with the Water Supply (Water Fittings) Regulations 1999. If the inspection or an audit identifies Water Regulation compliance issues requiring rework, **Northumbrian Water will charge you for each failed subsequent re-inspection at £147.60 incl VAT.**
8. The charges are subject to review in the event of unforeseen errors, omissions or conditions on site.



## CONNECTION REQUIREMENTS

**Before the connection(s) are made, the following conditions must be met:**

1. Each separately occupied property will be metered unless expressly agreed. Please refer to our "Guidance notes for commercial water supplies" section 4.
2. The entire supply pipe from the street boundary, or agreed point of connection, up to and including the first stop tap must be laid in advance, at a depth of between 0.75m (2'6") and 1.35m (4'6"). The pipe must enter the property through a properly insulated duct. All works should be installed in accordance with the Water Supply (water fittings) Regulations 1999. Temporary supplies must be complete with a draw off tap firmly attached to a suitable support must be laid to the street boundary or agreed point of the connection. A suitably approved double check valve will be required to be fitted adjacent to the point of use (i.e. the tap). A stop tap and drain cock is also required to be fitted at the base of the standpipe. All pipework must also be suitably protected against the effects of frost and damage.
3. Multiple supplies may be laid as manifold connections (six services per manifold) and the groups of services must be laid at least one metre apart to allow for reinstatement. Trickle flow caps will be fitted on these supplies.
4. As Northumbrian Water is required to inspect the supply pipe, the whole length of the excavated trench is to be left open and only backfilled after the Northumbrian Water's representative has inspected the site.
5. If the external diameter of your private supply pipe size is larger than 32mm, or is greater than 50 metres in length, it will normally be required to be pressure tested and disinfected to the requirements of the Water Supply (water fittings) Regulations 1999. We require copies of all certificates and the sample analysis report prior to Northumbrian Water scheduling in the connection.
6. Your supply pipe/trench inspection cannot be arranged until we have received payment for the new water supply(s), and we will require the postal address(s) of the property(ies) to be provided when the inspection is requested. We may withhold connection if this information is not available.
7. We require notification that the supply pipe has been laid to the agreed point of connection. You can do this by emailing, posting or faxing the relevant form to request your inspection, fully completed together with postal addresses. You can also request your inspection/connection by telephoning Northumbrian Water. Contact details will be provided following receipt of full payment of the quotation.
8. Please refer to our guidance notes for details on ways to pay for your quotation.



User : XBENNG1

Date : 26/10/2015 15:54:47

Title : Q106923

Map Sheet : NT9953SE

Centre Point : 399667,653083

Paper / Scale : A4@1:600

The material contained on this plot has been reproduced from an Ordnance Survey map with permission of the controller of H.M.S.O. Crown Copyright Reserved. Licence No. WU298506  
 The information shown on this plan should be regarded as approximate and is intended for guidance only. No Liability of any kind whatsoever is accepted by Northumbrian Water, its servants or agents for any omission. The actual position of any water mains or sewers shown on the plan must be established by taking trial holes in all cases. In the case of water mains Northumbrian Water must be given two working days notice of their intention to excavate trial holes. Private connections are not shown but their presence should be anticipated.  
**WARNING...** Where indicated on the plan there could be abandoned asbestos cement materials or shards of pipe. If excavating in the vicinity of these abandoned asbestos cement materials, the appropriate Health & Safety precautions should be taken. Northumbrian Water accepts no liability in respect of claims, costs, losses or other liabilities which arise as the result of the presence of the pipes or any failure to take adequate precautions. Emergency Telephone Number: 0345 717 1100



pgte V2

PROPOSAL ACCEPTANCE

23-NOV-2015

Quotation No 106923-C  
Work Rqst No 4471477  
Invoice No AF91360191

VICTORIAN FOUNTAIN CASTLEGATE

BERWICK UPON TWEED

TD15 1JS

THE COMPANY'S QUOTATION FOR SUPPLYING A SERVICE  
TO THE ABOVE PREMISES IS DETAILED AS FOLLOWS:-

			Zero-Rated	Std Rate	O Rate
A. QUOTATION FEE	1 @	-90.00	0.00	-90.00	0.00
B. NEW SERVICE CONNECTION CHARGE	1 @	974.00	0.00	974.00	0.00
- 15mm meter & 25mm connection					
-----					
Sub Totals			0.00	884.00	0.00
-----					
Nett Total					884.00
Vat					176.80
Total					1060.80

I HAVE READ THE LITERATURE WHICH YOU HAVE FORWARDED TO ME  
AND I AGREE TO THE TERMS AND CONDITIONS OF SUPPLY

Signed .....

For and on behalf of .....



# QUOTATION

23-NOV-2015



NORTHUMBRIAN  
WATER

Quotation No 106923-C  
Invoice No AF91360191

VICTORIAN FOUNTAIN CASTLEGATE

BERWICK UPON TWEED

TD15 1JS

NEW SUPPLY

THE COMPANY'S QUOTATION FOR SUPPLYING THE SERVICE

			Zero-Rated	Std Rate	O Rate
A. QUOTATION FEE	1	-90.00	0.00	-90.00	0.00
B. NEW SERVICE CONNECTION CHARGE	1	974.00	0.00	974.00	0.00
- 15mm meter & 25mm connection					
-----			0.00	884.00	0.00
Nett Total					884.00
Vat					176.80
Total					1060.80

THE ABOVE QUOTATION WILL REMAIN VALID FOR SIX MONTHS ONLY.

PAYMENT FOR THE WORKS AS SPECIFIED IN THE CONDITIONS OF SUPPLY WILL BE REQUIRED BEFORE PROGRAMMING. WHEN MAKING PAYMENT, THE APPROPRIATE 'Proposal Acceptance' SHOULD BE SIGNED AND RETURNED WITH YOUR REMITTANCE.

**IF YOU ARE PAYING BY BACS YOU MUST QUOTE THE ABOVE INVOICE NUMBER ON YOUR REMITTANCE.**

A RECEIPTED INVOICE WILL THEN BE ISSUED.



## BERWICK-UPON-TWEED TOWN COUNCIL

**Minutes of the Town Council Finance and Resources Committee Meeting held on Monday, 9 November 2015 at 6.00 pm in the Ante Room at The Town Hall, Marygate, Berwick-upon-Tweed**

### **PRESENT:**

Councillors:	Paul Hodgson (Chair)	K Graham
	H Bettison	G Hill
	D Blackburn	G McLean
	I Dixon	G Roughead
	A Forbes	C Seymour
	A Gibson	G Smith

### **IN ATTENDANCE:**

W Pattison, Town Clerk  
4 Members of the Public

### **OPEN SESSION**

Ms Janet Clare Dean queried an invoice relating to catering for a Freeman event. The Clerk advised it was an error which Cllr Bettison was querying and Cllr Hodgson advised that everyone had paid in advance for their meal and the invoice had been sent to the Council in error. Cllr Blackburn mentioned the Victorian Shelter at Ness Gate which has fallen into disrepair and had received written confirmation from Leslie Wood (strategic estate management) that the shelter is the property of NCC. Mr Paul Leo, NCC was to check on this re the NCC asset list and was to come back to the Clerk re further action. The Clerk will write again to Mr Leo on this matter.

### **F082/15            1. APOLOGIES FOR ABSENCE**

None, apart from Cllr Bettison who had advised she would be slightly late.

### **F083/15            2. MINUTES OF THE LAST MEETING**

Cllr Mclean wished to advise that the Christmas Trees provided last year were not in a poor condition, it was the holders which were at fault. The minutes of the meeting

held on 12 October 2015 were then proposed by Cllr Smith and seconded by Cllr Hill agreed and signed as a correct record.

**F084/15**      **3. DISCLOSURES OF INTEREST**

Cllr Blackburn item 11 and Cllr Graham item 10.

**F085/15**      **4. REQUEST FOR DISPENSATION**

There were no requests for dispensation.

**F086/15**      **5. AUTHORISATION OF PAYMENTS AND ORDERS**

Cllr Hill advised items 258 and 259 should be carefully considered as there was a cost saving re election expenses due to the count being done in tandem with another Council. Cllr Hill also queried an NCC invoice (260) in regard to plant watering for nearly £5k. Suspend Standing Orders – Mr Darling advised that the Council should query previous years' invoices. Re-instate Standing Orders. The Clerk will ascertain a breakdown of costs and also query the low amount invoiced last year compared to this year. Cllr Seymour queried VAT costs.

**RESOLVED: To approve all payments and orders appended to these minutes, whilst deferring the NCC invoice until further enquiries have been made.**

**F087/15**      **6. APPROVAL OF PLANNED EXPENDITURE**

None.

**F088/15**      **7. COUNCILLORS GUIDANCE GRANT APPLICATIONS**

Councillor Forbes suggested changes/tightening up re current approval of requests for grants. Cllr Seymour queried whether the Finance Officer had given his approval to the changes and was advised no. Cllr Hodgson advised tighter controls will be needed in the future and this will be discussed by the auditor who will be updating Councillors on 23<sup>rd</sup> November and also the public and press re his findings. Cllr Blackburn suggested that the Council go ahead with Cllr Forbes suggestions and if they need amending this can be done at a later date.

**RESOLVED: To adopt Cllr Forbes changes and amend if necessary**

**F089/15**      **8. BUDGET SETTING**

A pre-budget meeting was held to discuss the 2016/17 budget and also the precept. Some savings were suggested and the Finance Officer will supply an amended budget for the next finance meeting. Cllr McLean requested the Clerk ascertain how

much the legal fees will be in regard to the transfer of the Play Parks. Cllr Graham requested what amount of cash should be held in reserve as funds.

**RESOLVED: The Finance Officer will prepare an amended budget for the next finance meeting and the Clerk will try to gain an estimate of legal fees re the freehold transfer of play parks.**

**F090/15**

#### **9. SPITTAL PUBLIC CONVENIENCES**

Councillor Dixon advised how much the toilets were needed throughout the winter in Spittal. Many people walk by the sea and the closure of the toilets would be a serious blow for the community of Spittal. It was proposed by Cllr Dixon and seconded by Cllr Roughead to pay the £2k requested by NCC to keep the toilets open throughout the winter. Cllr Blackburn also advised costings should be gained for the portaloos and this may be channelled into gaining a full time toilet attendant at the Castlegate toilets. Cllr Blackburn advised he had asked several times for a breakdown of past costs / income in relation to the Castlegate toilets so that BTC can consider meeting the marginal cost of employing a full time janitor for Castlegate- and possibly the 3 town portaloos. Cllr Blackburn also advised that BTC should be made aware of the financial cost and contract implications associated with the portaloos.

**RESOLVED: To pay NCC £2,000 to keep the toilets at Spittal open**

**F091/15**

#### **10. PRIOR PARK CHRISTMAS TREE**

Cllr Graham requested the Council's permission to buy Christmas lights for the xmas tree in Prior Park. Councillors gave consideration to likely cost and gave permission of up to £250 to buy them. Cllr Forbes also requires xmas lights and had hoped she may get a local business owner to contribute towards the cost. Should this money not be readily available, the Council will also provide to Cllr Forbes with up to £250 for xmas lights at Newfields. Cllr Seymour advised there may be spare xmas lights at the depot. Cllr Mclean mentioned all lights should be low voltage LED lights. The Clerk was requested to ask Mr Steven Monks to check all the town's xmas lights re safety reasons which are to be shortly installed.

**RESOLVED: To provide up to £250 to Cllrs Graham and Forbes to buy xmas lights for Prior Park and Newfields and the Clerk to ask Mr Steven Monks to check the safety of all xmas lights to be installed in the town.**

F092/15

## 11. REQUESTS FROM CLLR DAVID BLACKBURN FOR £15

Cllr Blackburn left the room.

Cllr Blackburn requested the Council reimburse £15 which Cllr Blackburn spent on flowers for 3 girls who did work on painting benches in the town on behalf of the Duke of Edinburgh Award scheme. Most Councillors were in general agreement to this request but thought Cllr Blackburn should have asked permission before going ahead and buying the flowers as this is not something the Council would normally agree to do and will not do again. A request to send all participants a souvenir of Berwick was refused. Cllr Blackburn returned to the meeting.

A discussion ensued re lack of communication in regard to the Civic Mayoralty side and the Town Council and an instance was given regarding the march of wounded soldiers from John O'Groats to Lands End which took place earlier in the year and went/was unremarked when they all marched into Berwick. Cllr Bettison advised that the communication received in regard to this matter was to greet and not to host the walking wounded and this was done. Hosting is not considered a civic event and it is usually paid for by the Mayor personally. Cllr Bettison will ensure the Mayor's Civic calendar is sent to the Town Clerk

**RESOLVED: To pay Cllr Blackburn £15.00 and the Mayor to send the Civic Calendar to the Town Clerk**

F093/15

## 12. LITTER BINS

Six new bins have been purchased for the town centre at an approximate cost of £250 each and which were budgeted for. The Clerk requested a further 4 bins to replace some of the older bins in Marygate/ Golden Square which will then make all of the bins uniform. Cllr Gibson advised there should be a further 9 bins purchased and all the older bins removed from Marygate which would then make way for the new bins and they in turn could be re-sited in other areas of the Town where there are broken or missing bins. Cllr Roughead asked if the new bins could be joint recycling and ordinary waste, the Clerk advised this was not yet possible. **Suspend Standing Orders** – Ms Clare Dean advised there were no recycling bins between Castlegate and Hide Hill and it was difficult carrying recyclable materials to these locations **Re-instate Standing Orders**. Cllr Hodgson advised the new locality officers would be attending to litter and general waste. Cllr McLean advised his

concern at the railings in Spittal and thought if NCC did not attend to them as a matter of urgency they would be lost completely. The ordering of 9 new bins was then proposed by Cllr Gibson and seconded by Cllr Bettison.

**RESOLVED: To order 9 new bins for Marygate and to re-site the present bins where required and to contact NCC again in regard to the railings at Spittal.**

**F094/15**

**13. SERGEANT-AT-MACE'S JOB EVALUATION**

A request to job evaluate the Sergeant of Mace was requested and was approved by Councillors with Cllrs Hill and Seymour abstaining.

**RESOLVED: To job evaluate the Sergeant of Mace at a cost of £300.**

**F095/15**

**14. FINANCIAL DECISIONS MADE BY OTHER COMMITTEES**

None.

**F096/15**

**15. APPLICATIONS FOR FINANCIAL ASSISTANCE**

None.

**F097/15**

**16. DATE OF NEXT MEETING**

The next meeting will be held on Monday, 7 December 2015 at 6.00pm.

Apologies in advance for the next Finance Meeting were received from Cllrs Blackburn and McLean

**Berwick-upon-Tweed Town Council  
PAYMENTS TO BE APPROVED**

See page 3 for accompanying explanatory notes

<b>Voucher Code</b>	<b>Date</b>	<b>Cheque</b>	<b>Description</b>	<b>Supplier</b>	<b>Net</b>	<b>VAT</b>	<b>Total</b>
224 IT Support	04/11/2015	101189	IT support	Northern Lab	90.00	18.00	108.00
228 Photocopies	04/11/2015	101190	Photocopies	Capital Solutions	76.65	15.33	91.98
229 Photocopier	04/11/2015	101190	Photocopier service agreement	Capital Solutions	195.00	39.00	234.00
230 Photocopier	04/11/2015	101190	Photocopier service agreement	Capital Solutions	345.00	69.00	414.00
231 Cleaning	04/11/2015	101191	Cleaning	Crystal Stone Ltd	60.00	0.00	60.00
236 Stationery & Printing	04/11/2015	101192	Stationery	Viking	86.28	17.26	103.54
237 Postage	04/11/2015	101192	Stamps	Viking	63.00	0.00	63.00
238 Stationery & Printing	04/11/2015	101192	Stationery	Viking	201.77	40.35	242.12
239 Stationery & Printing	04/11/2015	101192	Stationery	Viking	11.36	2.27	13.63
240 Planning Advice	04/11/2015	101193	Professional advice	Turnburry Planning	294.50	0.00	294.50
241 Stationery & Printing	04/11/2015	101194	Printing	Shiel Morrison	26.00	5.20	31.20
242 Civic expenses	04/11/2015	101194	Printing	Shiel Morrison	18.00	3.60	21.60
243 Civic expenses	04/11/2015	101194	Printing	Shiel Morrison	48.00	0.00	48.00
244 Civic expenses	04/11/2015	101194	Printing	Shiel Morrison	35.00	7.00	42.00
245 Civic expenses	04/11/2015	101194	Printing	Shiel Morrison	58.00	11.60	69.60
246 Floral Displays [materials]	04/11/2015	101195	Plants	J Parkers	205.00	41.00	246.00
247 Floral Displays [materials]	04/11/2015	101195	Plants	J Parkers	250.00	50.00	300.00
248 Bins - litter/grit	04/11/2015	101196	Litter bin replacement	Broxap Ltd	1,380.00	276.00	1,656.00
249 Public Realm Works	04/11/2015	101196	Cycle rack	Broxap Ltd	175.00	35.00	210.00
250 Civic expenses	04/11/2015	101197	Catering	Ruth Forrest Catering	828.00	0.00	828.00
251 Bus Shelter Maintenance	04/11/2015	101198	Cleaning	Wheeleigh Clean	241.00	0.00	241.00
252 Civic expenses	04/11/2015	101199	Catering	Audela	700.00	0.00	700.00
253 Floral Displays [materials]	04/11/2015	101200	Plants	Newton Don Nursery	487.60	97.52	585.12
254 Community Projects	04/11/2015	101201	Grant	CAB	20,000.00	0.00	20,000.00
255 Councillor Travel & Subsistence	04/11/2015	101202	Mileage	P Hodgson	42.75	0.00	42.75
256 Promotion	04/11/2015	101203	Road signs	AA Media Ltd	270.00	54.00	324.00
257 Promotion	04/11/2015	101203	Road signs	AA Media Ltd	270.00	54.00	324.00
258 By-election Expenses	04/11/2015	101204	Election expenses 260112	Northumberland County Council	2,601.30	0.00	2,601.30
259 By-election Expenses	04/11/2015	101204	Election expenses 260112	Northumberland County Council	5,165.44	1,033.09	6,198.53

<b>Voucher Code</b>	<b>Date</b>	<b>Cheque No.</b>	<b>Cheque No</b>	<b>Supplier</b>	<b>Net</b>	<b>VAT</b>	<b>Total</b>
260 Floral Displays [labour]	04/11/2015	101204	Watering	Northumberland County Council	4,961.08	992.22	5,953.30
261 Bins - litter/grit	04/11/2015	101204	Dog bin instalation	Northumberland County Council	30.67	6.13	36.80
262 Public Seat Maintenance	04/11/2015	101204	Seat maintenance	Northumberland County Council	6.96	1.39	8.35
263 Bins - litter/grit	04/11/2015	101204	Dog bag dispenser instalation	Northumberland County Council	61.34	12.27	73.61
264 Salaries:	04/11/2015	101204	Salaries:	Northumberland County Council	4,494.01	0.00	4,494.01
265 Salaries: Payroll costs	04/11/2015	101204	PAYroll	Northumberland County Council	2.00	0.40	2.40
266 Public Realm Works	04/11/2015	101204	Totem pole	Northumberland County Council	622.64	124.53	747.17

### Berwick-upon-Tweed Town Council PAYMENTS TO BE NOTED

<b>Voucher Code</b>	<b>Date</b>	<b>Cheque No.</b>	<b>Description</b>	<b>Supplier</b>	<b>Net</b>	<b>VAT</b>	<b>Total</b>
267 Public Seat Maintenance	04/11/2015	101187	Paints etc	D Blackburn	328.82	0.00	328.82

### Berwick-upon-Tweed Town Council DIRECT PAYMENTS TO BE NOTED

<b>Voucher Code</b>	<b>Date</b>	<b>Cheque No</b>	<b>Description</b>	<b>Supplier</b>	<b>Net</b>	<b>VAT</b>	<b>Total</b>
225 Salaries: Pension	04/11/2015	directdebit	Pension	NEST	153.13	0.00	153.13
226 Telecoms	04/11/2015	directdebit	phone	BT	126.05	25.21	151.26
227 Telecoms	04/11/2015	directdebit	Internet services	BT	95.25	19.05	114.30
232 SSP Electricity	04/11/2015	directdebit	Electricity	British Gas	31.57	1.57	33.14
233 Gas	04/11/2015	directdebit	Gas	Southern Electric	22.73	1.13	23.86
234 Electricity	04/11/2015	directdebit	Electricity	Southern Electric	44.43	2.22	46.65
235 Water	04/11/2015	directdebit	Water services	Northumbrian Water	53.01	0.00	53.01

Explanatory Notes to accompany payment list.

<b>Voucher</b>	<b>Notes</b>
224	Monthly IT support
228	Monthly charge for photocopies/office printing
229	Photocopier service contract renewal
230	Photocopier extended parts warranty
231	Office cleaning
236-9	Stationary, stamps & office supplies
240	Travel costs for attendance at Neighbourhood Plan meeting
241-5	Printing Mayor's Sunday & Mayor's Club Dinner
246-7	Bulbs for floral displays; invoices for 2014 & 2015
248	Litter bins
249	Cycle racks
250	Mayor's Club Dinner catering
251	Bus Shelter cleaning
252	National Freemen Association AGM Catering
253	Winter bedding plants
254	Grant to CAB paid from Schedule III surplus
255	Travel expenses to meeting, Morpeth
256-7	Autumn Festivals AA signs
258-9	By-election costs Castle, Magdelene & Grove
260	Hanging basket watering - 2 people for 4.5hrs per day, 3 days per week, 12 weeks
261	Placing new bin at Fivve Arches fiels
262	Putting memorial plaque on seat
263	Siting new dog bag dispensers
264-5	October pay costs
266	costs for siting Totem Pole
267	Paints, equipment and protective clothing for DoE volunteers



## BERWICK-UPON-TWEED TOWN COUNCIL

**Minutes of the Town Council Planning Committee Meeting held on Tuesday, 20 October 2015 at 6.30pm in the Ante-Room, Town Hall, Marygate, Berwick-upon-Tweed**

### **PRESENT:**

Councillors:	C Seymour (Chair)	G Hill
	H Bettison	G Smith
	I Dixon	

### **IN ATTENDANCE:**

S Cozens, Assistant to the Clerk

5 members of the public

### **OPEN SESSION**

Concerns were raised over the proposed use of the former Kwik Save site for offices and comments made by Berwick-upon-Tweed Town Council as a consultee on a planning application regarding this site. This would be discussed further under Item 8. The suggestion was also made that the former Kwik Save site could be used as a 'test' Coach Park to see if the idea is viable.

#### **P053/15 1. APOLOGIES FOR ABSENCE**

Apologies for absence had been accepted from: Councillors A Gibson (personal), E Goodyer (alternative engagement), K Graham (holiday) and P Hodgson (holiday).

Absent: Councillor A Forbes.

#### **P054/15 2. MINUTES OF THE LAST MEETING**

The minutes of the meeting held on Tuesday, 29 September 2015 were agreed and signed as a correct record.

#### **P055/15 3. DISCLOSURE OF INTERESTS**

There were no disclosures of interests.

#### **P056/15 4. REQUEST FOR DISPENSATION**

There were no requests for dispensation.

**P057/15**

## **5. LOCAL NEIGHBOURHOOD PLAN**

A Steering Group meeting was held on Monday, 19 October 2015 at the Town Council office. The Steering Group is made up of 7 members of the public and 7 Councillors, although this is still to be agreed at full Council.

The Neighbourhood Plan area has been the subject of a public consultation and agreed and there will be an exhibition space at Northumberland County Council's public consultation event on the core strategy.

Invitations have been issued to all schools to participate in the planned development via school projects whilst the opportunity to have speakers attend each school has been offered.

An application has been submitted for £1,500 to support the first stage of consultation, we are entitled to £8,000 but may qualify for an additional £6,000 if we can demonstrate we have specific issues that require more support.

There will be working groups for the 7 topics and we hope to get more members of the public on board.

There will be meetings in each of the wards to consult with the public whilst the next meeting of the Steering Group will be held on Monday, 2 November 2015.

**P058/15**

## **6. PROPOSED PARKING RESTRICTIONS**

Members supported the proposed parking restrictions for the Quayside, Berwick.

Members supported the proposed parking restrictions for Well Close Square, Berwick.

**P059/15**

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

### **15/03246/VARYCO**

**Variation of condition 2 (approved plans) from application 14/02613/FUL (Conversion of former agricultural buildings to four residential dwellings and construction of one new dwelling).**

**Camphill Farm Steading, Camphill, Berwick-upon-Tweed, Northumberland.**

### **TD15 1UU**

Members expressed concern regarding the access issues as raised by a neighbour, and wanted Highways to comment on the application regarding the access.

### **15/03255/VARYCO**

**Variation of condition 2 (approved plans) from application 14/02613/FUL (Conversion of former agricultural buildings to four residential dwellings and construction of one new dwelling).**

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

Members expressed concern regarding the access issues as raised by a neighbour, and wanted Highways to comment on the application regarding the access.

**15/03276/LBC**

**Listed building consent to form 1no new window opening to rear, replace 2no windows like for like, install external grilles for sub floor ventilation and creation of 2no en-suite shower rooms.**

**24 Ravensdowne, Berwick-upon-Tweed, Northumberland. TD15 1HX**

No objections.

**15/03327/FUL**

**Restoration, conversion and associated demolition work to provide 2 dwellings with new rear parking courtyard.**

**The Ravensholme Hotel, 34 - 36 Ravensdowne, Berwick-upon-Tweed, Northumberland. TD15 1DQ**

Members had no objection in principle, however, they would agree with any observations made by the Conservation Officer. It was also hoped that historic items such as the fire places could be retained.

**15/03328/LBC**

**Listed Building Consent: Restoration, conversion and associated demolition work to provide 2 dwellings with new rear parking courtyard.**

**The Ravensholme Hotel, 34 - 36 Ravensdowne, Berwick-upon-Tweed, Northumberland. TD15 1DQ**

Members had no objection in principle, however, they would agree with any observations made by the Conservation Officer. It was also hoped that historic items such as the fire places could be retained.

**15/03401/FUL**

**Erection of 2 no. dwellings.**

**15 Silver Street, Berwick-upon-Tweed, Northumberland. TD15 1HU**

Members had no objection in principle, however, they would agree with any observations made by the Conservation Officer.

**P060/15**

**8. PLANNING APPLICATION DECISION LIST**

The decisions provided in the attachment were noted. It was also noted that the application for the former Kwik Save site was for a non-material amendment and the Town Council are not asked for comments on these type of applications. The Town Council did, however, comment on other applications for the former Kwik Save site.

**P061/15**

**9. DATE OF NEXT MEETING**

The date of the next meeting would be Tuesday, 24 November 2015 at 6.30 pm.