

Berwick Town Council Precept 2016/2017 Appendix.

Councillor Paul Hodgson Chair of Finance.

Note this must be read in conjunction with councillor Hills which is representative of the agreement made by all Councillors present at an extended budget discussion for changes to the "Draft" budget to be presented at council. I repeat this reflects the view of all present all of who were allowed to present their questions and all of who agreed to the changes outlined. Whilst not a finance committee Perse it represented view of 8 Councillors present.

With regard to the question of the precept it was agreed by all present, subject to the correct submission of a petition signed by six councillors to overturn the previous decision in November 23rd meeting. That the Precept for 2016/2017 be revisited on in compliance with the local government finance act 1992 for a decision to raise or freeze the precept.

I ask you all to consider the budget changes proposed and to consider individually the precept.

Will freezing the precept this year provide financial security for the council for future years having knowledge of the fact that central government in high probability will impose legislation on town councils that will require a public referendum which BTC would have to pay for if they decide to increase their precept by more than two percent.

The decision Councillors is yours.

Barracks Heritage Hub Project – Report to Full Council

1 The purpose of this paper is to report to Council the final decisions on which companies have been selected for the approved studies. The Project Management Team also request approval of the proposed virements from the original draft budget to take account of the tender prices.

2 Original Draft Budget

Reproduced in the following table is the original draft budget approved by Council as part of the bid.

Grant Budget

Project management (non staff)	£2k	Over the project period
Specialist studies	£40k	February 2016
Focus group costs and dissemination	£3k £3k	October 2015 March 2016

3 New Budget

After seeking tenders the following contracts have been awarded totalling £33068:

Jura	16,600	3 client meetings
Spencer & Dower	16,468	7 client meetings

In each case, VAT is also payable but is reclaimable by the Council.

The contract from Jura for the business study includes engaging with a focus group and other means of research. The total budget originally approved for studies and focus groups is £43,000, leaving an available balance on that of £9,932.

It is proposed to use these funds to procure additional studies to assist with preparing costings for a schedule of works to be used to secure new tenders for delivering the required development. These are as follows:

- A Quantity Surveyor's report for £2500
- A mechanical and electrical study for £6000

The total commitments will therefore be £41,568

It is proposed that a contingency of 10% be held back at this time to cover any additional studies that may be required or costs incurred, being £4,157.

Other costs to date are estimated as follows

Town Council sundry costs	50
Refreshments	150
Dissemination	500

This brings the total expenditure to £46,425 with a balance of £1575 unallocated.

4 RESOLUTION

Council is reminded that all expenditure must be completed by the 31st March, therefore this is the last opportunity to agree them.

Council is asked to approve the above virements and contracts from the original budget.

Council is asked to approve the use of the contingency budget for other studies and related costs as may be required, which will be reported back to the next full Council

Council is asked to approve the use of the remaining residual budget on eligible costs as defined by the original proposal.

CAR PARKING IN MARYGATE

END OF PRESENT AGREEMENT

The car parking experiment on Marygate initiated by Northumberland County Council five years ago is now coming to an end.

Northumberland County Council would like a response from BTC as to what they envisage is their preferred option, to keep as it is currently or as it was?

Does the Town Council wish to revert back to the previous arrangement of a few disabled car parking spaces or do the Town Council feel that the experiment had been a success and they would like to change the current arrangement to parking on the street to one of permanency?

A decision on this issue is required to be made as a matter of urgency.

Destinations Organisations for Tourism Development
A discussion paper

Prepared by Eric Goodyer February 2016

1 What is a Destination Organisation?

Destination Organisations have no fixed structure, but a common purpose. - to provide a local forum by which a Tourist Destination is managed, and promoted. This description is taken from Visit England

“Tourism takes place in destinations but destinations are disparate and multifaceted places that are host to numerous stakeholders with their own specific needs. The organisations responsible for the visitor economy locally can also be varied. They might be public sector bodies such as local authorities that have definitive boundaries or private companies or partnerships between the public and private sector that work across varied geographies.

We know that well managed destinations are more likely to sustain investment, business growth and employment without having a long term detrimental effect on the environment or local population.

The best managed destinations are also likely to excel in attracting inward investment across a broader range of sectors, attract value-added jobs and new talent. Great destinations are great places to live and work as well as to visit.

We support destinations to grow their local economies through tourism. This manifests itself in different ways from promotional activity through to research and insights. The most effective tool we advocate to help generate growth in the visitor economy is destination management plans, which help to create an integrated, sustainable and long-term approach to destination management.”

Source:

<https://www.visitengland.com/biz/tourism-england/how-tourism-managed/about-destination-organisations>

<https://www.visitengland.com/biz/advice-and-support/destination-organisations>

2 Berwick Spittal & Tweedmouth – a multi-faceted Destination

We have outstanding assets to promote

Outstanding Natural Beauty and Countryside

Our Natural History, the River, Coast, sea mammals and birds

Our key location, being the start of 2 major long distance footpaths, and 2 national cycle routes

Our transport links, being the only Northumberland Coastal Town with high speed rail, the A1 and a River Estuary

Our sports offerings, Berwick Bandits, Berwick Rangers, The Swan Centre

Our hotels, caravan and holiday parks

Our proximity to the Northumberland AONB & National Park

Our heritage, historical and architectural

What we lack is a single organisation that can bring together stakeholders engaged in Tourism, to develop a programme to support, and promote Berwick, Spittal & Tweedmouth as a Destination, and as a base for long stay tourism of the Borders Region.

Berwick Town Council should take the lead in establishing a Destination Organisation. Whilst its governance will have to evolve, it is essential that it is a public/private partnership. That will ensure that this Council, and other interested public sector bodies such as NCC, will be better placed to implement policies that promote the private sector stakeholders active in Tourism.

3 Funding

Destination Organisations are able to tap in to a range of public funding to help get them established, and to help them operate. However the medium term objective (3 to 5 years) should be to develop a Destination Organisation such that it is wholly or mostly self-financed. The organisation cannot survive on grants, and must demonstrate its value by its own revenue raising activities – which could include booking fees, organisation of destination events, product sales that do not compete with the existing tourism sector, and membership fees. If we can include inputs from academia then we could evolve into a Tourism Cluster and access EU funds.

LEADER may be able to assist with some initial funds to carry out a feasibility and business study. The NELEP have stated that there is likely to be a new call for projects to establish Destination Organisations during 2016, and this could provide seed-corn funding for the project.

4 Governance

The Destination Organisation will be part of the Town Council. This is to ensure that it is managed by a legal entity, and that its operations are transparent. It will require a Steering Group (SG), to be made up of key stakeholders. The SG's role and life-time will be strictly limited – its purpose being to secure seed-corn funding and manage the Destination Organisation for a maximum of 5 years. In this time-frame the SG will develop a long-term arrangement for Governance, which will come into being in parallel with the move from grant-funding to majority self-funding.

For the development period staff will be employed by the Town Council, and the Destination Organisation will be run in accordance with Town Council procedures.

5 Vision

An early deliverable will be a vision statement. Berwick is currently marketed as a heritage and beach destination. This misses out our key assets as listed above. Therefore an early output will be to develop a Vision for Berwick being North Northumberland's base for Green, Environmental & Activity holidays. We want people to stay in Berwick, not just pass through.

Suggested circulation

All Town Councillors
The Tourist Office
Chamber of Trade
Virgin East Coast
LEADER
The NELEP
Haven Berwick & Haggerston Holiday Parks
Derek Sharman

BERWICK-UPON-TWEED TOWN COUNCIL

Minutes of the Town Council Finance and Resources Committee Meeting held on Monday, 11 January 2016 at 6.00 pm in the Ante Room at The Town Hall, Marygate, Berwick-upon-Tweed

PRESENT:

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

IN ATTENDANCE:

W Pattison, Town Clerk

4 Members of the Public

Mr S Cozens, Assistant to the Clerk

OPEN SESSION

Mr B Darling queried the absence of the Finance Officer at Finance meetings

Mrs Janet Clare Dean expressed her concern at the Portas funded Quayside pathway which is due to start in February. Ms Clare Dean thought it was not appropriate and queried the decision making. Cllr Hill agreed with Ms Clare Dean and advised her concern as it was not a town centre project and thought NCC had rushed this through and attempted to attach Berwick Town Council to the decision. Cllr Graham also advised her concern that all the money was going on the Quayside and there was nothing left for the other 2 projects which was 'Make Berwick Beautiful' and empty shop fronts. The Clerk advised there was £5k put aside to buy 10 tiered planters for the town and this was on next week's Environment agenda for approval. Cllr Dixon thought the Portas money has created a lot of problems and caused much dissension in the town. Cllr Seymour advised that the Council were trying to claim EU funding to completely regenerate the whole of the Quayside and the making of a pathway with the Portas funds going down to the Quay on a steep recline with water /drainage issues would be difficult to push prams and wheelchairs back up the hill and felt the decision was not thought out properly and would like it brought back to the table to discuss. Cllr Graham also felt unhappy about it. Cllr Blackburn

though the Quayside Project should be discussed again thoroughly by full Council. Cllr Hill queried why the Clerk and Cllr Bettison had met with Mr Steve Mason and Cllr Grant Davey 15/20 minutes prior to Town Councillors meeting with them at the Town Council Office. Cllr Hodgson advised that the Clerk and Chairman had not met either Cllr Davey and Mr Mason before and wanted to greet them and introduce themselves as the current Chairman and Town Clerk. The Clerk asked for clarification on whether she was to cancel the re-generation of the Quayside due to Cllrs Hill, Graham and Seymour and Ms Clare Dean due to concerns at the decision making and because NCC were due to start the Quayside regeneration work in February and they would need correct and appropriate notice to cancel the project re contractors/workman/purchase of building materials and equipment hire?

F117/15 1. APOLOGIES FOR ABSENCE

Apologies for absence had been accepted from: Councillors H Bettison (personal), G McLean (holiday) and G Roughead.

F118/15 2. MINUTES OF THE LAST MEETING

The minutes of the meeting held on 7 December 2015 were agreed by all and signed as a correct record.

F119/15 3. DISCLOSURES OF INTEREST

Cllr A Gibson, Item 5.

F120/15 4. REQUEST FOR DISPENSATION

There were no requests for dispensation.

F121/15 5. FLAGSTAFF PARK

Cllr Hill advised nothing further should be done until a Risk Assessment had taken place and said this was a legal obligation. Cllr Hill also advised that the play equipment quotes should have gone out for tender also advised in the Warren report. Cllr Seymour also expressed her concern at escalating costs in regard to the ongoing expenses and also Scheduled Monument Consent which was adding to play park costs. Cllr Blackburn thought that residents had been patient and waited nearly 2 years for a play park and this project should be allowed to move forward. Cllr Gibson who has worked hard on this project advised this was agreed at full Council to approve Kompan to supply the play equipment and this could not be overturned. Cllr Graham wondered if the equipment already in place could just simply be replaced and not extend the park further.

A vote was then taken whether a Risk Assessment should be done, with 6 Councillors

approving, 1 abstaining and 1 against. A vote to engage Contractor AOC at £2,760 was voted on with 7 for and 2 against. A vote to go ahead pending freehold transfer was voted on with 7 for and 2 against. The Clerk will investigate why the freehold transfer of the land was taking so long.

RESOLVED: A Risk assessment will be undertaken with advice taken from Mr Stephen Warren. Contractor, AOC will be appointed at a cost of £2,760 and this work will be done pending the freehold transfer of the land. The Clerk will also ascertain why the process is taking so long to complete.

F122/15 6. AUTHORISATION OF EXPENDITURE AND ORDERS

A query was raised re invoice 304 and a breakdown of the figures was requested. Cllr Dixon said the Splash Park has been very dirty for 8 weeks before its closure and was only cleaned after the Park had closed for the season.

RESOLVED: To approve all payments and orders appended to these minutes with a breakdown of the invoice re the cleaning hours of the Spittal Splash Park to be advised.

F123/15 7. STATEMENT OF RECEIPTS

Noted.

F124/15 8. DRAFT BUDGET/PRECEPT

The precept will not be raised this year as voted at Council by 11 votes to 2.

Cllr Hill had various enquiries she wished to make and also mentioned the Council's substantial reserves. Cllr Hill thought another brainstorming session needed to be arranged to approve the draft budget and various tweaks were required. Cllr Hill's queries included a lower insurance payment than previous year, Meeting expenses of £500 were agreed to be reduced to £225. The cost of employing the locality officers and high pension requirements was mentioned with Cllr Hodgson advising that Mr Bob Hodgson was attending BTC to discuss in detail on 5th February. Further queries were high maintenance of xmas lights compared to last year and the very poor xmas trees, election costs were queried and Cllr Hodgson advised the invoice has been requested for stadium ward. Cllr Hill further advised concern at the high CCTV costs of £15k, and this was also agreed by Cllr Seymour as very high and that the Council may be able to get contributions towards the costs/funding. Extra Staffing was not accepted and advised it was too early in regard to employing an Apprentice or a Tourism Officer. Cllr Gibson advised Council that the Assistant to the Clerk was working long hours and was still not able to get through his work. Queries re website officer, Spittal Splash park

etc were also queried along with others.

RESOLVED: To arrange a further brainstorming session.

F125/15 9. GRANT FUNDING APPLICATION FORM

Suggestions were made re additions to the new form by Councillor Forbes and they were, support re requesting a grant was given by another person. Feedback on how the money was spent and Cllr Gibson said space on the form should be made so that a diagram could be drawn which would help explain more about the request for the grant in greater detail.

RESOLVED: To add Feedback, Support by another person and a space for a diagram to the grant funding application form.

F126/15 10. HOPPA BUS

Councillors looked at the figures supplied to keep the Hoppa Bus running for another year. Cllr Dixon and Cllr Forbes advised it was used more by elderly people and by tourists during summer. Cllr Dixon said the bus was never very full except in summertime. Cllr Blackburn though the bus needed better marketing and a query was also raised whether the bus was allowed to stop at service bus stops. The Clerk suggested calling a meeting with ADAPT and Berwick Holiday Centre to discuss marketing the Hoppa bus further.

RESOLVED: The Clerk will arrange a meeting at BTC with Councillors, ADAPT and Berwick Holiday Centre.

F127/15 11. BERWICK TOWN CENTRE CCTV

Councillor Hodgson advised that supply of CCTV for Berwick Town Centre was going out for tender in order for the Council to obtain best value. It is hoped once all bids are received and a decision is finally made that local businesses may contribute towards the costs and Pubwatch has already offered £1k towards the new cameras.

RESOLVED: Supply of CCTV for Berwick Town Centre to go out for tender.

F128/15 12. FINANCIAL DECISIONS MADE BY OTHER COMMITTEES

None.

F129/15 13. APPLICATIONS FOR FINANCIAL ASSISTANCE

None.

F130/15 14. DATE OF NEXT MEETING

The next meeting will be held on Monday, 8th February 2016 at 6.00pm.

Berwick-upon-Tweed Town Council
PAYMENTS TO BE APPROVED

See page 3 for accompanying explanatory notes

Voucher	Code	Date	Cheque No	Description	Supplier	Net	VAT	Total
260	Floral Displays [labour]	04/11/2015	101234	Watering	Northumberland County Council	2,004.48	400.90	2,405.38
325	By-election Expenses	29/12/2015	101234	By-election cost	Northumberland County Council	162.50	32.50	195.00
326-333	Salaries:	29/12/2015	101234	Salaries:	Northumberland County Council	5,258.79	0.00	5,258.79
334	Salaries: Payroll costs	29/12/2015	101234	PAYroll	Northumberland County Council	2.00	0.40	2.40
335	Stationery & Printing	29/12/2015	101235	Stationery	Viking	42.79	8.56	51.35
336	Equipment & Furniture	29/12/2015	101235	Equipment	Viking	29.99	6.00	35.99
337	Councillor Travel & Subsistence	29/12/2015	101235	Ink cartridges	Viking	37.48	7.49	44.97
338	Bus Shelter Maintenance	29/12/2015	101236	Bus Shelter cleaning	Wheeleigh Clean	241.00	0.00	241.00
339	Dog Fouling (WOOFs)	29/12/2015	101237	Waste bags	Portland polybags	349.02	69.80	418.82
340	SLA routine maintainence	29/12/2015	101234	Spittal Splash Park SLA	Northumberland County Council	7,468.82	1,493.76	8,962.58
341	Photocopies	29/12/2015	101238	Photocopies	Capital Solutions	170.10	34.02	204.12
342	IT Support	29/12/2015	101239	IT support	Northern Lab	90.00	18.00	108.00

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

Voucher	Code	Date	Cheque No	Description	Supplier	Net	VAT	Total
324	Telecoms	29/12/2015	directdebit	phone	BT	75.55	15.11	90.66

Explanatory Notes to accompany payment list.

Voucher	Notes
260	Revised charge for hanging basket watering, summer 2015
324	Quarterly BT phone bill, primarily line rental
325	Cost of pre-production work for poll cards for Grove Ward previously omitted from invoice
326	December staff salaries
334	Salary payroll cost
335	Stationary supplies
336	Office equipment
337	Printer cartridges for Cllrs
338	Regular bus shelter cleaning
339	Dog waste bags
340	fee for regular maintenance checks, including water quality monitoring, on Spittal Splash Park during summer 2015
341	Monthly charge for photocopies
342	Monthly charge for IT support services

BERWICK-UPON-TWEED TOWN COUNCIL

Minutes of the Town Council Planning Committee Meeting held on Tuesday, 15 December 2015 at 6.30pm in the Ante-Room, Town Hall, Marygate, Berwick-upon-Tweed

PRESENT:

Councillors: C Seymour (Chair) (up to Item 8, Application 15/03798/ADE)
I Dixon
K Graham
G Hill (Item 7 onwards)
G Smith

IN ATTENDANCE:

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

Councillor C Seymour advised the meeting that she would have to leave at 7pm.

OPEN SESSION

The issue of the Old Jail on Wallace Green was raised. It was reported that a Listed Building Application had been submitted along with additional material, all of which had been acknowledged. Concerns and issues were raised regarding the Planning Application for Sandstell Road in Spittal and the already approved application for Spittal Point. The role of the Neighbourhood Plan was mentioned as were previous regeneration documents.

P074/15 1. ELECTION OF VICE-CHAIRMAN

RESOLVED: That Councillor K Graham be appointed Vice-Chairman of the Planning Committee for the remainder of the 2015-16 municipal year.

P075/15 2. APOLOGIES FOR ABSENCE

Apologies for absence had been accepted from: Councillors H Bettison (civic duties) and E Goodyer (work commitment).

Absent: Councillor A Forbes.

P076/15

3. MINUTES OF THE LAST MEETING

Councillor I Dixon mentioned that it was reported in the Berwick Advertiser that he had said “there was mobile classrooms in Spittal First School” when he had said “there were mobile classrooms in Spittal First School”.

The minutes of the meeting held on Tuesday, 24 November 2015 were agreed and signed as a correct record.

P077/15

4. DISCLOSURE OF INTERESTS

There were no disclosures of interests.

P078/15

5. REQUEST FOR DISPENSATION

There were no requests for dispensation.

P079/15

6. LOCAL NEIGHBOURHOOD PLAN

The first round of consultation meetings are to be held in February 2016 and a flyer has been designed to promote these events. All Councillors are welcome to contribute and an email address (consult@berwick-tc.gov.uk) has been set up to capture information. Councillor I Dixon expressed his concern of the potential draw on staff resources.

[NOTE: Councillor G Hill joined the meeting.]

P080/15

7. FLAGSTAFF PARK

A Scheduled Monument Consent application has been submitted to Historic England for play equipment to be installed at Flagstaff Park. Whilst it was thought unlikely that costs would be incurred for the application, it had subsequently come to light that an archaeological contractor was required to monitor any ground disturbance post consent and this would incur costs. Members decided to defer this to the Finance and Resources Committee.

P081/15

8. APPLICATIONS FOR PLANNING PERMISSION

15/03899/FUL

Retrospective - Erect a single and two storey extension to front of property. Increase size of window to rear and form driveway.

108 Eastcliffe, Spittal, Northumberland. TD15 2JU

Members were concerned over the scale of a development which was the subject of a retrospective planning application and felt the application should

have been submitted first. There were concerns this could set a precedent.

15/03798/ADE

Signage Site, Brass Bastion, Ramparts Business Park, Berwick-upon-Tweed, Northumberland.

Retrospective - Advertisement consent for one fascia sign.

No objections.

[NOTE: (i) Councillor C Seymour left the meeting and took no further part; (ii) Councillor K Graham took the Chair for the remainder of the meeting.]

15/04012/FUL

Proposed one and a half storey rear extension. Reconfiguration of flat roofs and form hipped roof replacements. Revision of internal layout.

Rydal, 19 Glamis Hill, Berwick-upon-Tweed, Northumberland. TD15 1NX

No objections.

15/04055/FUL

Installation of a modular metal mesh access ramp to allow disabled access from rear door to front gateway.

50 Sunnyside Crescent, Spittal, Northumberland. TD15 2DL

No objections.

P082/15

9. PLANNING APPLICATION DECISION LIST

The decisions provided in the attachment were noted.

P083/15

10. DATE OF NEXT MEETING

The date of the next meeting would be Tuesday, 26 January 2016 at 6.30 pm.