

Finance and Resources Committee  
**Berwick-upon-Tweed Town Council**

Item 9  
Appendix C (iii)

**Bank Reconciliation at 31/03/2016**

Cash in Hand 01/04/2015		382,453.32
<b>ADD</b>		
Receipts 01/04/2015 - 31/03/2016		417,110.14
		799,563.46
<b>SUBTRACT</b>		
Payments 01/04/2015 - 31/03/2016		398,456.16
<b>A Cash in Hand 31/03/2016</b>		<b>401,107.30</b>
(per Cash Book)		
Cash in hand per Bank Statements		
Cash	31/03/2016	3.50
Barclays Current	31/03/2016	82,549.03
Barclays IAS	31/03/2016	382,004.82
Barclays Spittal Splash Park	31/03/2016	0.00
PayPal	31/03/2016	1.05
		<b>464,558.40</b>
Less unrepresented cheques		
As attached		63,522.50
		401,035.90
Plus unrepresented receipts		
As attached		71.37
<b>B Adjusted Bank Balance</b>		<b>401,107.27</b>

**Berwick-upon-Tweed Town Council**  
**PAYMENTS LIST: Un-cashed Cheques for Barclays Current**

Voucher	Code	Date	Cheque No	Description	Supplier	Net	VAT	Total
312	Pop-up Shop	11/12/2015	101224	Portas grant	Berwick Town Team Ltd	1,586.42	0.00	1,586.42
367	Electricity	15/01/2016	directdebit	Electricity	Southern Electric	46.99	2.34	49.33
414	Stationary & Equipment	25/02/2016	101270	Room hire	Berwick United Reform Church	22.00	0.00	22.00
431	Dog Fouling (WOOFs)	10/03/2016	101276	Waste bags	Portland polybags	655.00	131.00	786.00
432	Cleaning	10/03/2016	101277	Cleaning	Crystal Stone Ltd	60.00	0.00	60.00
433	External Audit	10/03/2016	101278	External audit	BDO LLB	800.00	160.00	960.00
434	Consultancy	10/03/2016	101279	Consultancy	Jura Consultants	16,650.00	3,330.00	19,980.00
435	Consultancy	10/03/2016	101280	Consultancy	Spence & Dower	8,000.00	1,600.00	9,600.00
436	Consultancy	10/03/2016	101280	Consultancy	Spence & Dower	8,468.00	1,693.60	10,161.60
437	Consultancy	10/03/2016	101280	Consultancy	Spence & Dower	1,500.00	300.00	1,800.00
438	other	10/03/2016	101279	Display boards	Juar Consultants	44.00	8.80	52.80
439	Consultancy	10/03/2016	101281	Consultancy	RNJ Partnership LLP	2,500.00	500.00	3,000.00
440	other	11/03/2016	101282	Refreshments	Berwick Community Trust	134.00	0.00	134.00
441	Consultancy	11/03/2016	101279	Consultancy	Jura Consultants	1,200.00	240.00	1,440.00
442	Consultancy	24/03/2016	101283	Consultancy	D Sharman	225.00	0.00	225.00
443	Water [owned]	24/03/2016	directdebit	Water services	Northumbrian Water	180.91	0.00	180.91
447	Photocopies	24/03/2016	101284	Photocopies	Capital Solutions	178.56	35.71	214.27
448	War Memorials: maintainence	24/03/2016	101285	Repairs	Berwick Preservation Trust	2,000.00	400.00	2,400.00
449	Expenses	24/03/2016	101286	Piper	R Bell	50.00	0.00	50.00
450	Expenses	24/03/2016	101287	Catering	Ruth Forrest Catering	1,250.00	0.00	1,250.00
451	Legal & Professional Fees	24/03/2016	101288	Consultancy	S Warren	500.00	0.00	500.00
452	Costs	24/03/2016	101289	Freemen descents	Berwick Record Office	210.00	0.00	210.00
453	Stationery & Printing	24/03/2016	101290	Stationery	Viking	33.41	6.68	40.09
454	Stationery & Printing	24/03/2016	101290	Stationery	Viking	15.33	3.07	18.40
455	Councillor Travel & Subsistence	24/03/2016	101290	Ink cartridges	Viking	19.96	3.99	23.95
456	Councillor Travel & Subsistence	24/03/2016	101290	Ink cartridges	Viking	20.83	4.17	25.00
457	Bounds Riding	24/03/2016	101291	Insurance - bounds riding	South Essex Insurance Brokers	376.41	0.00	376.41
458	Salaries:	24/03/2016	101292	Salaries:	Northumberland County Council	5,996.72	0.40	5,996.76
469	Councillor Training	31/03/2016	101304	Training	Community Action Northumberland	300.00	0.00	300.00
470	IT Support	31/03/2016	101294	IT support	Northern Lab	90.00	18.00	108.00
471	Hoppa Bus	31/03/2016	101295	Design services bear logo	J Herbert	100.00	0.00	100.00

Voucher	Code	Date	Cheque No	Description	Supplier	Net	VAT	Total
472	NAS Subscription	31/03/2016	101296	Subscription	National Society of Allotment & Leisure Gardeners Ltd.	55.00	11.00	66.00
473	Public Realm Works	31/03/2016	101297	Plants	Cheviot Trees	98.66	19.73	118.39
474	Water	31/03/2016	directdebit	Water services	Northumbrian Water	52.60	0.00	52.60
475	Bounds Riding	31/03/2016	101298	Barrier supply	Northumberland County Council	898.78	179.76	1,078.54
476	Bins - litter/grit	31/03/2016	101298	Litter bin replacement	Northumberland County Council	186.54	37.31	223.85
477	Bins - litter/grit	31/03/2016	101298	Litter bin replacement	Northumberland County Council	181.04	36.21	217.25
478	Councillor Travel & Subsistence	31/03/2016	101299	Mileage	A. Gibson	58.23	0.00	58.23
479	Councillor Travel & Subsistence	31/03/2016	101299	Mileage	A. Gibson	12.60	0.00	12.60
480	Councillor Travel & Subsistence	31/03/2016	101300	Mileage	C Seymour	44.10	0.00	44.10
						<b>54,801.09</b>	<b>8,721.77</b>	<b>63,522.50</b>

**Berwick-upon-Tweed Town Council**  
**RECEIPTS LIST: Un-cashed Cheques for Barclays Current**

Voucher	Code	Date	Cheque No	Description	Customer	Net	VAT	Total
6	Sundry	22/04/2013		Gas refund	Gazprom	20.35	1.02	21.37
31	Sundry	10/03/2016	100080	Payment	Edwin Thompson	50.00	0.00	50.00
						<b>70.35</b>	<b>1.02</b>	<b>71.37</b>

# Local Councils, Internal Drainage Boards and other Smaller Authorities in England Annual return for the year ended 31 March 2016

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Every smaller authority in England with an annual turnover of £6.5 million or less must complete an annual return at the end of each financial year in accordance with proper practices summarising its activities. In this annual return the term 'smaller authority'\* includes a Parish Meeting, a Parish Council, a Town Council and an Internal Drainage Board.

**The annual return on pages 2 to 4 is made up of three sections:**

- Sections 1 and 2 are completed by the smaller authority. Smaller authorities must approve Section 1 before Section 2.
- Section 3 is completed by the external auditor.

In addition, the **internal audit report** is completed by the smaller authority's internal audit provider.

Each smaller authority must approve Sections 1 and 2 of this annual return no later than 30 June 2016.

## Completing your annual return

Guidance notes, including a completion checklist, are provided on page 6 and at relevant points in the annual return.

Complete all highlighted sections. Do not leave any highlighted box blank. Incomplete or incorrect returns require additional external auditor work and may incur additional costs.

Send the annual return, together with the bank reconciliation as at 31 March 2016, an explanation of any significant year on year variances in the accounting statements, **your notification of the commencement date of the period for the exercise of public rights** and any additional information requested, to your external auditor by the due date.

**Your external auditor will ask for any additional documents needed for their work. Unless requested, do not send any original financial records to the external auditor.**

Once the external auditor has completed their work, certified annual returns will be returned to the smaller authority for publication or public display of Sections 1, 2 and 3. You must publish or display the annual return, including the external auditor's report, by 30 September 2016.

It should not be necessary for you to contact the external auditor for guidance.

More guidance on completing this annual return is available in the Practitioners' Guides that can be downloaded from [www.nalc.gov.uk](http://www.nalc.gov.uk) or from [www.slcc.co.uk](http://www.slcc.co.uk) or from [www.ada.org.uk](http://www.ada.org.uk)

\*for a complete list of bodies that may be smaller authorities refer to schedule 2 to Local Audit and Accountability Act 2014

# Section 1 – Annual governance statement 2015/16

We acknowledge as the members of:

Enter name of  
smaller authority here:

our responsibility for ensuring that there is a sound system of internal control, including the preparation of the accounting statements. We confirm, to the best of our knowledge and belief, with respect to the accounting statements for the year ended 31 March 2016, that:

	Agreed		'Yes' means that this smaller authority:	
	Yes	No*		
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.			prepared its accounting statements in accordance with the Accounts and Audit Regulations.	
2. We maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.			made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.	
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and proper practices that could have a significant financial effect on the ability of this smaller authority to conduct its business or on its finances.			has only done what it has the legal power to do and has complied with proper practices in doing so.	
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.			during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.	
5. We carried out an assessment of the risks facing this smaller authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.			considered the financial and other risks it faces and has dealt with them properly.	
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.			arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.	
7. We took appropriate action on all matters raised in reports from internal and external audit.			responded to matters brought to its attention by internal and external audit.	
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this smaller authority and, where appropriate have included them in the accounting statements.			disclosed everything it should have about its business activity during the year including events taking place after the year-end if relevant.	
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	NA	has met all of its responsibilities where it is a sole managing trustee of a local trust or trusts.

This annual governance statement is approved by this smaller authority and recorded as minute reference:

dated

Signed by:

Chair

dated

Signed by:

Clerk

dated

\*Note: Please provide explanations to the external auditor on a separate sheet for each 'No' response. Describe how this smaller authority will address the weaknesses identified.

DRAFT

Section 2 – Accounting statements 2015/16 for

Enter name of smaller authority here:

BERWILK TOWN COUNCIL

	Year ending		Notes and guidance
	31 March 2015 £	31 March 2016 £	
1. Balances brought forward	325291	366151	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	218220	218200	Total amount of precept or (for IDBs) rates and levies received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	172496	206003	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	79959	98523	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and employment expenses.
5. (-) Loan interest/capital repayments	NONE	NONE	Total expenditure or payments of capital and interest made during the year on the smaller authority's borrowings (if any).
6. (-) All other payments	209897	280075	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	366151	411756	Total balances and reserves at the end of the year. Must equal (1+2+3) – (4+5+6)
8. Total value of cash and short term investments	382453	401107	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – <b>To agree with bank reconciliation.</b>
9. Total fixed assets plus long term investments and assets	754042 758280	766179	The original Asset and Investment Register value of all fixed assets, plus other long term assets owned by the smaller authority as at 31 March
10. Total borrowings	NONE	NONE	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	<input type="checkbox"/>	<input type="checkbox"/>	The Council acts as sole trustee for and is responsible for managing Trust funds or assets. N.B. The figures in the accounting statements above do not include any Trust transactions.

I certify that for the year ended 31 March 2016 the accounting statements in this annual return present fairly the financial position of this smaller authority and its income and expenditure, or properly present receipts and payments, as the case may be.

Signed by Responsible Financial Officer

Date

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

and recorded as minute reference:

Signed by Chair of the meeting approving these accounting statements.

Date

## Section 3 – External auditor certificate and report 2015/16 Certificate

We certify that we have completed our review of the annual return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2016 in respect of:

Enter name of  
smaller authority here:

### Respective responsibilities of the body and the auditor

This smaller authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The smaller authority prepares an annual return in accordance with proper practices which:

- summarises the accounting records for the year ended 31 March 2016; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

Our responsibility is to review the annual return in accordance with guidance issued by the National Audit Office (NAO) on behalf of the Comptroller and Auditor General (see note below). Our work does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and does not provide the same level of assurance that such an audit would do.

### External auditor report

(Except for the matters reported below)\* on the basis of our review of the annual return, in our opinion the information in the annual return is in accordance with proper practices and no matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met. (\*delete as appropriate).

(continue on a separate sheet if required)

Other matters not affecting our opinion which we draw to the attention of the smaller authority:

(continue on a separate sheet if required)

External auditor signature

External auditor name

Date

Note: The NAO issued guidance applicable to external auditors' work on 2015/16 accounts in Auditor Guidance Note AGN/02. The AGN is available from the NAO website ([www.nao.org.uk](http://www.nao.org.uk))

# Annual internal audit report 2015/16 to

Enter name of smaller authority here:

BELWICK UPON TWEED TOWN COUNCIL

This smaller authority's internal audit, acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with relevant procedures and controls expected to be in operation during the financial year ended 31 March 2016.

Internal audit has been carried out in accordance with this smaller authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this smaller authority.

Internal control objective	Agreed? Please choose only one of the following		
	Yes	No*	Not covered**
A. Appropriate accounting records have been kept properly throughout the year.	✓		
B. This smaller authority met its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This smaller authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	✓		
G. Salaries to employees and allowances to members were paid in accordance with this smaller authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic and year-end bank account reconciliations were properly carried out.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		

K. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes	No	Not applicable

For any other risk areas identified by this smaller authority adequate controls existed (list any other risk areas below or on separate sheets if needed)

Name of person who carried out the internal audit

N R WYRLEY - BIRCH

Signature of person who carried out the internal audit

*N R Wyrley - Birch*

Date

14/6/2016

\*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

\*\*Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned, or, if coverage is not required, internal audit must explain why not (add separate sheets if needed).



## Guidance notes on completing the 2015/16 annual return

1. You must apply proper practices for preparing this annual return. Proper practices are found in the Practitioners' Guide\* which is updated from time to time and contains everything you should need to prepare successfully for your financial year-end and the subsequent work by the auditor. NALC, SLCC and ADA have helplines if you want to talk through any problem you encounter.
2. Make sure that your annual return is complete (i.e. no empty highlighted boxes), and is properly signed and dated. Avoid making amendments to the completed return. Any amendments must be approved by the smaller authority, properly initialled and explanation provided. Annual returns containing unapproved or unexplained amendments will be returned and may incur additional costs. **Smaller authorities must approve the annual governance statement before approving the accounts.**
3. Use the checklist provided below. Use a second pair of eyes, perhaps a Councillor or Board Member, to review the annual return for completeness before sending it to the external auditor.
4. Do not send the external auditor any information not specifically asked for. Doing so is not helpful. However, you must tell the external auditor about any change of Clerk, Responsible Finance Officer or Chair.
5. Make sure that the copy of the bank reconciliation which you send to your external auditor with the annual return covers all your bank accounts. If your smaller authority holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree your bank reconciliation to Box 8 on the accounting statements (**Section 2 on page 3**). You must provide an explanation for any difference between Box 7 and Box 8. More help on bank reconciliation is available in the Practitioners' Guide\*.
6. Explain fully significant variances in the accounting statements on **page 3**. Do not just send in a copy of your detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete analysis to support your explanation. There are a number of examples provided in the Practitioners' Guide\* to assist you.
7. If the external auditor has to review unsolicited information, or receives an incomplete bank reconciliation, or you do not fully explain variances, this may incur additional costs for which the auditor will make a charge. **From 2016 onwards, you must inform the auditor of the date set for the commencement of the period for the exercise of public rights.**
8. Make sure that your accounting statements add up and the balance carried forward from the previous year (Box 7 of 2015) equals the balance brought forward in the current year (Box 1 of 2016).
9. Do not complete Section 3 which is reserved for the external auditor.

Completion checklist – 'No' answers mean you may not have met requirements		Done?
All sections	All highlighted boxes have been completed?	
	All additional information requested, <b>including the dates set for the period for the exercise of public rights</b> , has been provided for the external auditor?	
Section 1	For any statement to which the response is 'no', an explanation is provided?	
Section 2	Smaller authority approval of the accounting statements is confirmed by the signature of the Chair of the approval meeting?	
	An explanation of significant variations from last year to this year is provided?	
	Bank reconciliation as at 31 March 2016 agreed to Box 8?	
	An explanation of any difference between Box 7 and Box 8 is provided?	
Sections 1 and 2	Trust funds – all disclosures made if a Council is a sole managing trustee? NB: Do not send trust accounting statements unless requested.	
Internal Audit report	All highlighted boxes completed by internal audit and explanations provided?	

\*Note: Practitioners' Guides are available from your local NALC, SLCC or ADA representatives or from [www.nalc.gov.uk](http://www.nalc.gov.uk) or [www.slcc.co.uk](http://www.slcc.co.uk) or [www.ada.org.uk](http://www.ada.org.uk).

**Berwick-upon-Tweed Town Council**  
**BALANCE SHEET**  
31/03/2016

(Last) Year Ended  
31 Mar 2015

(Current) Year Ended  
31 Mar 2016

£		£
754042	<b>FIXED ASSETS</b>	766179
	<b>CURRENT ASSETS</b>	
0	Stocks and stores	0
0	Work in progress	0
0	Debtors	35,701
0	Payments in advance	0
12,556	VAT Recoverable	12,055
0	Temporary lendings (investments)	0
382,453	Cash in hand	401,107
1,149,051	<b>TOTAL ASSETS</b>	1,215,042
	<b>CURRENT LIABILITIES</b>	
28,858	Creditors	37,107
0	Temporary borrowing	0
<b><u>1,120,193</u></b>	<b>NET ASSETS</b>	<b><u>1,177,935</u></b>
	<b>Represented by:</b>	
62,683	General fund Balance	200,288
	<b>Reserves:</b>	
120,000	Play Area	120,000
183,468	Other	91,468
754,042	Fixed assets	766,179
<b><u>1,120,193</u></b>		<b><u>1,177,935</u></b>

Note 1

Note 1 £80000 of this reserve is currently committed

The above statement represents fairly the financial position of the council as at 31 Mar 2016

Signed

Responsible Financial Officer

Date

## BERWICK UPON TWEED TOWN COUNCIL

Notes to accompany Annual Return for the Year Ended 31 March 2016

**1 Adjustments within the 2015-16 annual return**

Adjustments have been limited to one off payments for goods and services ordered before the year end and grants awarded but paid before the year end. Regular and recurring payments such as rent and insurance are excluded as agreed with BDO.

**3 Book Keeping changes in 2015-16**

Other than the introduction of some new cost centres, there have been no significant changes to the book keeping during the 14-15 financial year.

**4 Explanation of significant variances:** With the role of BTC continuing to develop, the scope of its activities, combined with an ongoing process of delegation of a range of local services by Northumberland County Council continues to grow. This has again resulted in significant variances between this year's figures and those of the previous year. The following sections detail the underlying reasons for these variances.

**4.1 Annual Precept:** The budget agreed for 2015-16 set the precept at £218200, unchanged from the previous year.

**4.2 Total other receipts:** Other receipts rose by £93507 to £206003. There are four significant contributions to this change. These are:

- An increase in the income from Berwick Freemen Trustees [Schedule III surplus, up by £25684].
- Payment of Portas funds to BTC [£21287 received and £20980 claimed and included in adjustments; total £42267]
- Payment of a Coastal Communities Revival Fund grant [£24000 received and £14721 claimed and included in adjustments; total £38721]
- The one-off section 106 payment received in 2014-15 for a bus shelter and maintenance [£13261].

The total effect of these changes is £93411. Elsewhere, BTC received a grant towards play equipment [£2000] and preparation of a Neighbourhood Plan [£1500] and contributions towards cost of an Investors Conference [£1050] and saw an increase in Allotment receipts [£271] as a result of payment timings. These new and increased receipts were largely offset by falls in 'other' receipts [£3921], Freeman admission fees [Freemen receipts other, £220] and the number of small donations received [£584].

**4.3 Staff Costs:** In total, staff costs rose by just over £18500. The main reason for this was the payment of a settlement agreement to a former member of staff.

**4.4 Total other payments:** Payments increased by £70178. The main changes have been identified and are summarised by cost centre in Table 1.

Considering first the areas where expenditure reduced in 2015-16 compared to 2014-15; the largest changes are seen in were Parks and Play Areas: Projects [down by £6185], Grants

[down by £6663] Council Projects [down by £17107], Portas: Lowry [down by £13892] and Receipts [down by £5976].

In three cases, the reduction in expenditure relates to projects that BTC supported coming to an end during 2014-15. For both Parks and Play Areas: Projects and Portas: Lowry cost centres no expenditure occurred in 2015-16, while under Council Projects, one project, Berwick 900, which received £12000 from BTC, ended in 2014-15, with the remainder of the difference being made up of reduced expenditure on town improvement projects [reduced by around £3000] and the town's Hoppa bus [reduced by around £2000].

For the Grants cost centre, the reduction relates primarily to three significant grants, totalling £5800, being awarded for one-off applications during 2014-15, with no comparable grants awarded during 2015-16. For receipts, the fall in payments relate to the fact BTC did not receive any substantial payments in error during the year.

Only one other area showed a significant [over £1000] reduction in expenditure, Promotion: Festive Lighting. Here, the main changes were lower installation and maintenance costs [down approximately £1000] and lower expenditure on trees [down approximately £300].

Considering areas where expenditure increased in 2015-16 compared to 2014-15 it is possible to divide them into two categories, increases in expenditure funded by external grants and increases in general expenditure.

The increases in expenditure funded by external grants include additional expenditure on small projects funded through Portas funds [up by £17670 from £22877 in 2014-15] and a new project funded through the Government's Coastal Communities Revival Fund to the value of £38721.

Of the increases in general expenditure, the most significant changes are rises in Administration costs of just over £21300 and Public Space Management of just under £30000.

The biggest change in Administration costs is an increase of £10270 in Statutory and Professional Fees due to a large number of by-elections following resignations by Councillors. The second largest contribution came from Exceptional Expenses, where costs increased by over £5200. This was made up of increased expenditure on legal costs [approximately £3000] and the cost of a review of financial management and follow up work [approximately £19000], off-set by no further costs associated with grievance investigation [£approximately £17000]. Elsewhere, Office costs rose due to higher spending on telecoms following installation of a new phone system, higher spending on IT equipment, primarily due to purchase of new desk top computers, and increased expenditure on office equipment, including purchase of new phones to operate the new phone system, while Operational costs rose due to increased expenditure on stationary and photocopying, as well as postage and an increased software license fee.

In Public Space Management, the increase is made up of increase in expenditure on bus shelter purchase and [£6443], maintenance [£2935], purchase of litter bins [£5625], war memorial repairs [£1755], public realm works [£3255], purchase of dog bags [£519] and increased provision and maintenance of floral displays [£2731]. Additionally, weather prevented the spring grass cut BTC pays for in 2015 while this occurred in 2016 [increase in

**Table 1 Changes in Expenditure by Cost Centre**

Cost Centre	Change in expenditure [£]
Administration: Staffing	66
Administration: Office Costs	3,309
Administration: Operational Costs	2,385
Administration: Councillor Costs	178
Administration: Statutory & Professional Fees	10,270
Administration: Other Costs	-139
Administration: Exceptional Expense	5,264
Council Services: Public Space Management	29,937
Council Services: Allotments	291
Parks & Play Areas: Projects	-6,185
Parks & Play Areas: Splash Park	1,367
Parks & Play Areas: Highcliffe	484
Promotion: Marketing	1,496
Promotion: Autumn Festivals	-751
Promotion: Walking Festival	-492
Promotion: Festive Lighting	-1,461
Grants	-6,663
Council Projects	-17,107
Civic Expenditure: Mayor & Civic Expenses	4,325
Civic Expenditure: Freedom Admissions	239
Civic Expenditure: Civic Events	3,764
Portas: Administration	-289
Portas: Lowry	-13,892
Portas: Small Projects	17,670
Portas: Market	123
Neighbourhood Plan†	1,476
Coastal Communities Revival Fund†	38,721
Investors Conference†	1,767
Receipts	-5,976
<b>Total</b>	<b>70,178</b>

† New activity; no expenditure in 2014-15.

expenditure of £1650] and the 2016 summer bedding materials, ordered in December [£4600], are included in this year's adjustments.

Smaller contributions to the increase in expenditure come from Civic Expenditure on Mayoral and Events, together with promotional marketing. Within the Mayoral costs, the principle contribution to the change was the replacement on an item of civic regalia, which had been lost. The increase in civic events expenditure is due in part to the decision to support the annual Berwick Bounds Riding through under this cost centre [£2227] and in part due to the Mayor hosting a lunch for a meeting of the national association of Freemen, who were meeting in Berwick, the catering for this event costing approximately £1400.

**4.5 Total Cash Assets:** Total cash assets have increased during the year reflecting an increase in precept income and income from the Schedule III surplus. However, an expected project to invest significantly in play equipment [estimated cost £75000 to 80000] was begun during the year.

# Berwick-upon-Tweed Town Council Standing Orders

(Based on NALC model Standing Orders - Nov 2013)

## 1. Rules of debate at meetings

- a Motions on the agenda shall be considered in the order that they appear unless the order is changed at the discretion of the chairman of the meeting.
- b A motion (including an amendment) shall not be progressed unless it has been moved and seconded.
- c A motion on the agenda that is not moved by its proposer may be treated by the chairman of the meeting as withdrawn.
- d If a motion (including an amendment) has been seconded, it may be withdrawn by the proposer only with the consent of the seconder and the meeting.
- e An amendment is a proposal to remove or add words to a motion. It shall not negate the motion.
- f If an amendment to the original motion is carried, the original motion becomes the substantive motion upon which further amendment(s) may be moved.
- g An amendment shall not be considered unless early verbal notice of it is given at the meeting and, if requested by the chairman of the meeting, is expressed in writing to the chairman.
- h A councillor may move an amendment to his own motion if agreed by the meeting. If a motion has already been seconded, the amendment shall be with the consent of the seconder and the meeting.

- i If there is more than one amendment to an original or substantive motion, the amendments shall be moved in the order directed by the chairman.
- j Subject to standing order 1(k) below, only one amendment shall be moved and debated at a time, the order of which shall be directed by the chairman of the meeting.
- k One or more amendments may be discussed together if the chairman of the meeting considers this expedient but each amendment shall be voted upon separately.
- l A councillor may not move more than one amendment to an original or substantive motion.
- m The mover of an amendment has no right of reply at the end of debate on it.
- n Where a series of amendments to an original motion are carried, the mover of the original motion shall have a right of reply either at the end of debate of the first amendment or at the very end of debate on the final substantive motion immediately before it is put to the vote.
- o Unless permitted by the chairman of the meeting, a councillor may speak once in the debate on a motion except:
  - i. to speak on an amendment moved by another councillor;
  - ii. to move or speak on another amendment if the motion has been amended since he last spoke;
  - iii. to make a point of order;
  - iv. to give a personal explanation; or
  - v. in exercise of a right of reply.
- p During the debate of a motion, a councillor may interrupt only on a point of order or a personal explanation and the councillor who was interrupted shall stop speaking. A councillor raising a point of order shall identify the standing order which he considers has been breached or specify the other irregularity in the proceedings of the meeting he is concerned by.
- q A point of order shall be decided by the chairman of the meeting and his decision shall be final.
- r When a motion is under debate, no other motion shall be moved except:
  - i. to amend the motion;
  - ii. to proceed to the next business;
  - iii. to adjourn the debate;
  - iv. to put the motion to a vote;
  - v. to ask a person to be no longer heard or to leave the meeting;



- vi. to refer a motion to a committee or sub-committee for consideration;
- vii. to exclude the public and press;
- viii. to adjourn the meeting; or
- ix. to suspend particular standing order(s) excepting those which reflect mandatory statutory requirements.

s Before an original or substantive motion is put to the vote, the chairman of the meeting shall be satisfied that the motion has been sufficiently debated and that the mover of the motion under debate has exercised or waived his right of reply.

t Excluding motions moved under standing order 1(r) above, the contributions or speeches by a councillor shall relate only to the motion under discussion and shall not exceed (3) minutes without the consent of the chairman of the meeting.

## 2. Disorderly conduct at meetings

a No person shall obstruct the transaction of business at a meeting or behave offensively or improperly. If this standing order is ignored, the chairman of the meeting shall request such person(s) to moderate or improve their conduct.

b If person(s) disregard the request of the chairman of the meeting to moderate or improve their conduct, any councillor or the chairman of the meeting may move that the person be no longer heard or excluded from the meeting. The motion, if seconded, shall be put to the vote without discussion.

C If a resolution made under standing order 2(b) above is ignored, the chairman of the meeting may take further reasonable steps to restore order or to progress the meeting. This may include temporarily suspending or closing the meeting.

## 3. Meetings generally



- Full Council meetings
- Committee meetings
- Sub-committee meetings

■ a **Meetings shall not take place in premises which at the time of the meeting are used for the supply of alcohol, unless no other premises are available free of charge or at a reasonable cost.**

■ b **The minimum three clear days for notice of a meeting does not include the**

day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning.

 **c The minimum three clear days' public notice for a meeting does not include the day on which the notice was issued or the day of the meeting unless the meeting is convened at shorter notice.**

  **d Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion.**

**e** Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda.

**f** The period of time designated for public participation at a meeting in accordance with standing order 3(e) above shall not exceed (15) minutes unless directed by the chairman of the meeting.

**g** Subject to standing order 3(f) above, a member of the public shall not speak for more than (3) minutes.


**h** In accordance with standing order 3(e) above, a question shall not require a response at the meeting nor start a debate on the question. The chairman of the meeting may direct that a written or oral response be given.

**i** A person shall raise his hand when requesting to speak and stand when speaking (except when a person has a disability or is likely to suffer discomfort)]. The chairman of the meeting may at any time permit a person to be seated when speaking.


**j** A person who speaks at a meeting shall direct his comments to the chairman of the meeting.




**k** Only one person is permitted to speak at a time. If more than one person wants to speak, the chairman of the meeting shall direct the order of speaking.




  **l The press shall be provided with reasonable facilities for the taking of their report of all or part of a meeting at which they are entitled to be present..**

 **m Subject to standing orders which indicate otherwise, anything authorised or required to be done by, to or before the Chairman of the Council may in**

his absence be done by, to or before the Vice-Chairman of the Council (if any).

 **n** The Chairman, if present, shall preside at a meeting. If the Chairman is absent from a meeting, the Vice-Chairman, if present, shall preside. If both the Chairman and the Vice-Chairman are absent from a meeting, a councillor as chosen by the councillors present at the meeting shall preside at the meeting.

   **o** Subject to a meeting being quorate, all questions at a meeting shall be decided by a majority of the councillors or councillors with voting rights present and voting.




   **p** The chairman of a meeting may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise his casting vote whether or not he gave an original vote.


*See standing orders 5(i) and (j) below for the different rules that apply in the election of the Chairman of the Council at the annual meeting of the council.*

**q** Unless standing orders provide otherwise, voting on a question shall be by a show of hands. At the request of a councillor, the voting on any question shall be recorded so as to show whether each councillor present and voting gave his vote for or against that question. Such a request shall be made before moving on to the next item of business on the agenda.

**r** The minutes of a meeting shall include an accurate record of the following:

- i. the time and place of the meeting;
- ii. the names of councillors present and absent;
- iii. interests that have been declared by councillors and non-councillors with voting rights;
- iv. whether a councillor or non-councillor with voting rights left the meeting when matters that they held interests in were being considered;
- v. if there was a public participation session; and
- vi. the resolutions made.

   **s** A councillor or a non-councillor with voting rights who has a disclosable pecuniary interest or another interest as set out in the council's code of conduct in a matter being considered at a meeting is subject to statutory limitations or restrictions under the code on his right to participate and vote on that matter.

 **t** No business may be transacted at a meeting unless at least one-third of the whole number of members of the council are present and in no case shall the quorum of a meeting be less than three.

*See standing order 4d(viii) below for the quorum of a committee or sub-committee meeting.*

- u **If a meeting is or becomes inquorate no business shall be transacted** and the meeting shall be closed. The business on the agenda for the meeting shall be adjourned to another meeting.
- v A meeting shall not exceed a period of (2) hours.
- w ***The Chairman of the Council will also be the Town Mayor and wear Civic Chains to meetings.***

## 4. Committees and sub-committees

- a **Unless the council determines otherwise, a committee may appoint a sub-committee whose terms of reference and members shall be determined by the committee.**
- b **The members of a committee may include non-councillors unless it is a committee which regulates and controls the finances of the council.**
- c **Unless the council determines otherwise, all the members of an advisory committee and a sub-committee of the advisory committee may be non-councillors.**
- d The council may appoint standing committees or other committees as may be necessary, and:
  - i. shall determine their terms of reference;
  - ii. shall determine the number and time of the ordinary meetings of a standing committee up until the date of the next annual meeting of full council;
  - iii. shall permit a committee, other than in respect of the ordinary meetings of a committee, to determine the number and time of its meetings;
  - iv. shall, subject to standing orders 4(b) and (c) above, appoint and determine the terms of office of members of such a committee;
  - v. shall, after it has appointed the members of a standing committee, appoint the chairman of the standing committee;
  - vi. shall permit a committee other than a standing committee, to appoint its own chairman at the first meeting of the committee;
  - vii. shall determine the place, notice requirements and quorum for a meeting of a committee and a sub-committee which shall be no less than three;
  - viii. shall determine if the public may participate at a meeting of a committee;
  - ix. shall determine if the public and press are permitted to attend the meetings of a sub-committee and also the advance public notice requirements, if any,

- required for the meeting of a sub-committee;
- x. shall determine if the public may participate at a meeting of a sub-committee that they are permitted to attend; and
  - xi. may dissolve a committee

## **5. Ordinary council meetings**

- a In an election year, the annual meeting of the council shall be held on or within 14 days following the day on which the new councillors elected take office.**
- b In a year which is not an election year, the annual meeting of a council shall be held on such day in May as the council may direct.**
- c If no other time is fixed, the annual meeting of the council shall take place at 6pm.**
- d In addition to the annual meeting of the council, at least three other ordinary meetings shall be held in each year on such dates and times as the council directs.**
- e The first business conducted at the annual meeting of the council shall be the election of the Chairman and Vice-Chairman (if any) of the Council.**
- f The Chairman of the Council, unless he has resigned or becomes disqualified, shall continue in office and preside at the annual meeting until his successor is elected at the next annual meeting of the council.**
- g The Vice-Chairman of the Council, if any, unless he resigns or becomes disqualified, shall hold office until immediately after the election of the Chairman of the Council at the next annual meeting of the council.**
- h In an election year, if the current Chairman of the Council has not been re-elected as a member of the council, he shall preside at the meeting until a successor Chairman of the Council has been elected. The current Chairman of the Council shall not have an original vote in respect of the election of the new Chairman of the Council but must give a casting vote in the case of an equality of votes.**
- i In an election year, if the current Chairman of the Council has been re-elected as a member of the council, he shall preside at the meeting until a new Chairman of the Council has been elected. He may exercise an original vote in respect of the election of the new Chairman of the Council and must give a casting vote in the case of an equality of votes.**

- j Following the election of the Chairman of the Council and Vice-Chairman (if any) of the Council at the annual meeting of the council, the business of the annual meeting shall include:
- i. **In an election year, delivery by the Chairman of the Council and councillors of their acceptance of office forms unless the council resolves for this to be done at a later date. In a year which is not an election year, delivery by the Chairman of the Council of his acceptance of office form unless the council resolves for this to be done at a later date;**
  - ii. Confirmation of the accuracy of the minutes of the last meeting of the council;
  - iii. Receipt of the minutes of the last meeting of a committee;
  - iv. Consideration of the recommendations made by a committee;
  - v. Review of delegation arrangements to committees, sub-committees, staff and other local authorities;
  - vi. Review of the terms of reference for committees;
  - vii. Appointment of members to existing committees;
  - viii. Appointment of any new committees in accordance with standing order 4 above;
  - ix. Review and adoption of appropriate standing orders and financial regulations;
  - x. Review of arrangements, including any charters and agency agreements, with other local authorities and review of contributions made to expenditure incurred by other local authorities;
  - xi. Review of representation on or work with external bodies and arrangements for reporting back;
  - xii. In an election year, to make arrangements with a view to the council becoming eligible to exercise the general power of competence in the future;
  - xiii. Review of inventory of land and assets including buildings and office equipment;
  - xiv. Confirmation of arrangements for insurance cover in respect of all insured risks;
  - xv. Review of the council's and/or staff subscriptions to other bodies;
  - xvi. Review of the council's complaints procedure;
  - xvii. Review of the council's procedures for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998;
  - xviii. Review of the council's policy for dealing with the press/media; and
  - ixx. Determining the time and place of ordinary meetings of the full council up to and including the next annual meeting of full council.

## **6. Extraordinary meetings of the council and committees and sub-committees**

- a **The Chairman of the Council may convene an extraordinary meeting of the council at any time.**
- b **If the Chairman of the Council does not or refuses to call an extraordinary meeting of the council within seven days of having been requested in writing to do so by two councillors, any two councillors may convene an extraordinary**

**meeting of the council. The public notice giving the time, place and agenda for such a meeting must be signed by the two councillors.**

c The chairman of a committee [or a sub-committee] may convene an extraordinary meeting of the committee [or the sub-committee] at any time.

d If the chairman of a committee [or a sub-committee] does not or refuses to call an extraordinary meeting within (7) days of having been requested by to do so by (2) members of the committee [or the sub-committee], any (2) members of the committee [and the sub-committee] may convene an extraordinary meeting of a committee [and a sub-committee].

## **7. Previous resolutions**

a A resolution shall not be reversed within six months except either by a special motion, which requires written notice by at least (6) councillors to be given to the Proper Officer in accordance with standing order 9 below, or by a motion moved in pursuance of the recommendation of a committee or a sub-committee.

b When a motion moved pursuant to standing order 7(a) above has been disposed of, no similar motion may be moved within a further six months.

## **8. Voting on appointments**

a Where more than two persons have been nominated for a position to be filled by the council and none of those persons has received an absolute majority of votes in their favour, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken. This process shall continue until a majority of votes is given in favour of one person. A tie in votes may be settled by the casting vote exercisable by the chairman of the meeting.

## **9. Motions for a meeting that require written notice to be given to the Proper Officer**

a A motion shall relate to the responsibilities of the meeting which it is tabled for and in any event shall relate to the performance of the council's statutory functions,

powers and obligations or an issue which specifically affects the council's area or its residents.

b No motion may be moved at a meeting unless it is on the agenda and the mover has given written notice of its wording to the Proper Officer at least (5) clear days before the meeting. Clear days do not include the day of the notice or the day of the meeting.

c The Proper Officer may, before including a motion on the agenda received in accordance with standing order 9(b) above, correct obvious grammatical or typographical errors in the wording of the motion.

d If the Proper Officer considers the wording of a motion received in accordance with standing order 9(b) above is not clear in meaning, the motion shall be rejected until the mover of the motion resubmits it in writing to the Proper Officer so that it can be understood at least (3) clear days before the meeting.

e If the wording or subject of a proposed motion is considered improper, the Proper Officer shall consult with the chairman of the forthcoming meeting or, as the case may be, the councillors who have convened the meeting, to consider whether the motion shall be included in the agenda or rejected.

f Subject to standing order 9(e) above, the decision of the Proper Officer as to whether or not to include the motion on the agenda shall be final.

g Motions received shall be recorded in a book for that purpose and numbered in the order that they are received.

h Motions rejected shall be recorded in a book for that purpose with an explanation by the Proper Officer for their rejection.

## **10. Motions at a meeting that do not require written notice**

a The following motions may be moved at a meeting without written notice to the Proper Officer;

- i. to correct an inaccuracy in the draft minutes of a meeting;
- ii. to move to a vote;
- iii. to defer consideration of a motion;
- iv. to refer a motion to a particular committee or sub-committee;
- v. to appoint a person to preside at a meeting;
- vi. to change the order of business on the agenda;
- vii. to proceed to the next business on the agenda;



- viii. to require a written report;
- ix. to appoint a committee or sub-committee and their members;
- x. to extend the time limits for speaking;
- xi. to exclude the press and public from a meeting in respect of confidential or sensitive information which is prejudicial to the public interest;
- xii. to not hear further from a councillor or a member of the public;
- xiii. to exclude a councillor or member of the public for disorderly conduct;
- xiv. to temporarily suspend the meeting;
- xv. to suspend a particular standing order (unless it reflects mandatory statutory requirements);
- xvi. to adjourn the meeting; or
- xvii. to close a meeting.

## 11. Handling confidential or sensitive information

- a The agenda, papers that support the agenda and the minutes of a meeting shall not disclose or otherwise undermine confidential or sensitive information which for special reasons would not be in the public interest.
- b Councillors and staff shall not disclose confidential or sensitive information which for special reasons would not be in the public interest.

## 12. Draft minutes

- a If the draft minutes of a preceding meeting have been served on councillors with the agenda to attend the meeting at which they are due to be approved for accuracy, they shall be taken as read.
- b There shall be no discussion about the draft minutes of a preceding meeting except in relation to their accuracy. A motion to correct an inaccuracy in the draft minutes shall be moved in accordance with standing order 10(a)(i) above.
- c The accuracy of draft minutes, including any amendment(s) made to them, shall be confirmed by resolution and shall be signed by the chairman of the meeting and stand as an accurate record of the meeting to which the minutes relate.
- d If the chairman of the meeting does not consider the minutes to be an accurate record of the meeting to which they relate, he shall sign the minutes and include a paragraph in the following terms or to the same effect:

“The chairman of this meeting does not believe that the minutes of the meeting of the ( ) held on [date] in respect of ( ) were a correct record but his view was not upheld by the meeting and the minutes are confirmed as an accurate record of the proceedings.”

e Upon a resolution which confirms the accuracy of the minutes of a meeting, the draft minutes or recordings of the meeting for which approved minutes exist shall be destroyed.

## 13. Code of conduct and dispensations

*See also standing order 3(f) above.*

a All councillors and non-councillors with voting rights shall observe the code of conduct adopted by the council.

b Unless he has been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which he has a disclosable pecuniary interest. He may return to the meeting after it has considered the matter in which he had the interest.

c Unless he has been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which he has another interest if so required by the council’s code of conduct. He may return to the meeting after it has considered the matter in which he had the interest.

d **Dispensation requests shall be in writing and submitted to the Proper Officer** as soon as possible before the meeting, or failing that, at the start of the meeting for which the dispensation is required.

e A decision as to whether to grant a dispensation shall be made by a meeting of the council, or committee or sub-committee for which the dispensation is required and that decision is final.

f A dispensation request shall confirm:

- i. the description and the nature of the disclosable pecuniary interest or other interest to which the request for the dispensation relates;
- ii. whether the dispensation is required to participate at a meeting in a discussion only or a discussion and a vote;
- iii. the date of the meeting or the period (not exceeding four years) for which the dispensation is sought; and
- iv. an explanation as to why the dispensation is sought.

g Subject to standing orders 13(d) and (f) above, dispensations requests shall be

considered [by the Proper Officer before the meeting or, if this is not possible, at the start of the meeting for which the dispensation is required] OR [at the beginning of the meeting of the council, or committee or a sub-committee for which the dispensation is required].

**h A dispensation may be granted in accordance with standing order 13(e) above if having regard to all relevant circumstances the following applies:**

- i. without the dispensation the number of persons prohibited from participating in the particular business would be so great a proportion of the meeting transacting the business as to impede the transaction of the business or**
- ii. granting the dispensation is in the interests of persons living in the council's area or**
- iii. it is otherwise appropriate to grant a dispensation.**

## 14. Code of conduct complaints

a Upon notification by the County Council that it is dealing with a complaint that a councillor or non-councillor with voting rights has breached the council's code of conduct, the Proper Officer shall, subject to standing order 11 above, report this to the council.

b Where the notification in standing order 14(a) above relates to a complaint made by the Proper Officer, the Proper Officer shall notify the Chairman of Council of this fact, and the Chairman shall nominate another staff member to assume the duties of the Proper Officer in relation to the complaint until it has been determined [(England) and the council has agreed what action, if any, to take in accordance with standing order 14(d) below].

c The council may:

- i. provide information or evidence where such disclosure is necessary to progress an investigation of the complaint or is required by law;
- ii. seek information relevant to the complaint from the person or body with statutory responsibility for investigation of the matter;

**d Upon notification by the Unitary Council that a councillor or non-councillor with voting rights has breached the council's code of conduct, the council shall consider what, if any, action to take against him. Such action excludes disqualification or suspension from office.**

## 15. Proper Officer

- a The Proper Officer shall be the clerk or other staff member nominated by the council to undertake the work of the Proper Officer when the Proper Officer is absent.
- b The Proper Officer shall: at least three clear days before a meeting of the council, a committee and a sub-committee serve on councillors a summons, by email, confirming the time, place and the agenda provided any such email contains the electronic signature and title of the Proper Officer].  
*See standing order 3(b) above for the meaning of clear days for a meeting of a full council and standing order 3 (c) above for a meeting of a committee.*
- i. **give public notice of the time, place and agenda at least three clear days before a meeting of the council or a meeting of a committee or a sub-committee (provided that the public notice with agenda of an extraordinary meeting of the council convened by councillors is signed by them);**  
*See standing order 3(b) above for the meaning of clear days for a meeting of a full council and standing order 3(c) above for a meeting of a committee.*
- ii. subject to standing order 9 above, include on the agenda all motions in the order received unless a councillor has given written notice at least (5) days before the meeting confirming his withdrawal of it;
- iii. **convene a meeting of full council for the election of a new Chairman of the Council, occasioned by a casual vacancy in his office;**
- iv. facilitate inspection of the minute book by local government electors;
- v. **receive and retain copies of byelaws made by other local authorities;**
- vi. retain acceptance of office forms from councillors;
- vii. retain a copy of every councillor's register of interests;
- viii. assist with responding to requests made under the Freedom of Information Act 2000 and Data Protection Act 1998, in accordance with and subject to the council's policies and procedures relating to the same;
- ix. receive and send general correspondence and notices on behalf of the council except where there is a resolution to the contrary;
- x. manage the organisation, storage of, access to and destruction of information held by the council in paper and electronic form;
- xi. arrange for legal deeds to be executed;  
*See also standing order 22 below.*
- xii. arrange or manage the prompt authorisation, approval, and instruction regarding any payments to be made by the council in accordance with the council's financial regulations;
- xiii. record every planning application notified to the council and the council's response to the local planning authority in a book for such purpose;
- xiv. refer a planning application received by the council to the Chairman or in his absence Vice-Chairman of the Planning Committee within two working days of receipt to facilitate an extraordinary meeting if the nature of a planning application requires consideration before the next ordinary meeting of the Planning committee

- xv. manage access to information about the council via the publication scheme; and
  - xvi. retain custody of the seal of the council (if any) which shall not be used without a resolution to that effect.
- See also standing order 22 below.*

## 16. Responsible Financial Officer

- a The council shall appoint appropriate staff member(s) to undertake the work of the Responsible Financial Officer when the Responsible Financial Officer is absent.

## 17. Accounts and accounting statements

- a “Proper practices” in standing orders refer to the most recent version of [Governance and Accountability for Local Councils – a Practitioners’ Guide
- b All payments by the council shall be authorised, approved and paid in accordance with the law, proper practices and the council’s financial regulations.
- c The Responsible Financial Officer shall supply to each councillor as soon as practicable after 30 June, 30 September and 31 December in each year a statement to summarise:
  - i. the council’s receipts and payments for each quarter;
  - ii. the council’s aggregate receipts and payments for the year to date;
  - iii. the balances held at the end of the quarter being reported

and which includes a comparison with the budget for the financial year and highlights any actual or potential overspends.

- d As soon as possible after the financial year end at 31 March, the Responsible Financial Officer shall provide:
  - i. each councillor with a statement summarising the council’s receipts and payments for the last quarter and the year to date for information; and
  - ii. to the full council the accounting statements for the year in the form of Section 1 of the annual return, as required by proper practices, for consideration and approval.

- e The year end accounting statements shall be prepared in accordance with proper practices and applying the form of accounts determined by the council (receipts and payments, or income and expenditure) for a year to 31 March. A completed draft annual return shall be presented to each councillor before the end of the following month of May. The annual return of the council, which is subject to external audit,

including the annual governance statement, shall be presented to council for consideration and formal approval before 30 June.

## 18. Internal control including procurement

a The council shall consider and approve Financial Regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect of:

- i. medium-term and annual financial planning;
- ii. budget monitoring;
- iii. billing and recovering income due;
- iv. entering into commitments to incur expenditure;
- v. procurement, including the circumstances where a formal tender exercise shall be undertaken and the arrangements for such tender exercises, including identification of tenderers, submission of tenders, opening of tenders, tender evaluation and tender award;
- vi. payment of employees;
- vii. cash, investments and making payments;
- viii. safeguarding and accounting for property;
- ix. risk management, including insurance;
- x. internal audit;
- xi. external accountability, including the annual return, external audit and publication of information on members' allowances.

b Financial Regulations shall be reviewed regularly and at least annually for fitness of purpose.

**c Financial regulations shall confirm that a proposed contract for the supply of goods, materials, services and the execution of works with an estimated value in excess of [£3,000] shall be procured on the basis of a formal tender as summarised in standing order 18(d) below.**

d Subject to additional requirements in the financial regulations of the council, the tender process for contracts for the supply of goods, materials, services or the execution of works shall include, as a minimum, the following steps:

- i. a specification for the goods, materials, services or the execution of works shall be drawn up;
- ii. an invitation to tender shall be drawn up to confirm (i) the council's specification (ii) the time, date and address for the submission of tenders (iii) the date of the council's written response to the tender and (iv) the prohibition on prospective contractors contacting councillors or staff to encourage or support their tender outside the prescribed process;
- iii. the invitation to tender shall be advertised in a local newspaper and in any other manner that is appropriate;

- iv. tenders are to be submitted in writing in a sealed marked envelope addressed to the Proper Officer;
  - v. tenders shall be opened by the Proper Officer in the presence of at least one councillor after the deadline for submission of tenders has passed;
  - vi. tenders are to be reported to and considered by the appropriate meeting of the council or a committee or sub-committee with delegated responsibility.
- e Neither the council, nor a committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.
- f Where the value of a contract is likely to exceed £138,893 (or other threshold specified by the Office of Government Commerce from time to time) the council must consider whether the Public Contracts Regulations 2006 (SI No. 5, as amended) and the Utilities Contracts Regulations 2006 (SI No. 6, as amended) apply to the contract and, if either of those Regulations apply, the council must comply with EU procurement rules.**

## 19. Handling staff matters

- a A matter personal to a member of staff that is being considered by a meeting of council or the Staffing committee] or the Staffing Sub-Committee is subject to standing order 11 above.
- b Subject to the council's policy regarding absences from work, the council's most senior member of staff shall notify the chairman (Mayor) of the Council committee or, if not available the Chairman of the Staffing Committee or, if s/he is not available, the vice-chairman of the Staffing committee] or the Chairman of the sub-committee] of absence occasioned by illness or other reason and that person shall report such absence to the Staffing Committee at its next meeting.
- c The chairman of the Staffing committee or, if not available, the Chairman of the sub-committee or in his absence, the vice-chairman shall upon a resolution conduct a review of the performance and annual appraisal of the work of [the employee's job title]. The reviews and appraisal shall be reported in writing and is subject to approval by resolution by the Staffing Committee.
- d Subject to the council's policy regarding the handling of grievance matters, the council's most senior employee (or other employees) shall contact the chairman of the Council (Mayor) committee or, if not available, the Chairman of the Staffing-committee] or in his absence, the vice-chairman of the Staffing committee or the Chairman of the Staffing sub-committee] in respect of an informal or formal grievance matter, and this matter shall be reported back and progressed by resolution of the Staffing Committee.

e Subject to the council's policy regarding the handling of grievance matters, if an informal or formal grievance matter raised by the employee's relates to any of the above, then it shall be communicated to another member.

f Any persons responsible for all or part of the management of staff shall treat the written records of all meetings relating to their performance, capabilities, grievance or disciplinary matters as confidential and secure.

g The council shall keep all written records relating to employees secure. All paper records shall be secured and locked and electronic records shall be password protected and encrypted.

h Only persons with line management responsibilities shall have access to staff records referred to in standing orders 19(f) and (g) above if so justified.

i Access and means of access by keys and/or computer passwords to records of employment referred to in standing orders 19(f) and (g) above shall be provided only to (post holder) and/or the Chairman of the Council (Mayor) or the Chairman of the Staffing committee.

## 20. Requests for information

a Requests for information held by the council shall be handled in accordance with the council's policy in respect of handling requests under the Freedom of Information Act 2000 and the Data Protection Act 1998.

b Correspondence from, and notices served by, the Information Commissioner shall be referred by the Proper Officer to the chairman of the ( ) committee. The said committee shall have the power to do anything to facilitate compliance with the Freedom of Information Act 2000.

## 21. Relations with the press/media

a Requests from the press or other media for an oral or written comment or statement from the Council, its councillors or staff shall be handled in accordance with the Council's policy in respect of dealing with the press and/or other media.



## 22. Execution and sealing of legal deeds

*See also standing orders 15(b)(xii) and (xvii) above.*

- a A legal deed shall not be executed on behalf of the council unless authorised by a resolution.
- b Subject to standing order 22(a) above, any two councillors may sign, on behalf of the council, any deed required by law and the Proper Officer shall witness their signatures.

## 23. Restrictions on councillor activities

- a Unless authorised by a resolution, no councillor shall:
  - i. inspect any land and/or premises which the council has a right or duty to inspect; or
  - ii. issue orders, instructions or directions.

## 24. Standing orders generally

- a All or part of a standing order, except one that incorporates mandatory statutory requirements, may be suspended by resolution in relation to the consideration of an item on the agenda for a meeting.
- b A motion to add to or vary or revoke one or more of the council's standing orders, except one that incorporates mandatory statutory requirements, shall be proposed by a special motion, the written notice by at least (4) councillors to be given to the Proper Officer in accordance with standing order 9 above.
- c The Proper Officer shall provide a copy of the council's standing orders to a councillor as soon as possible after he has delivered his acceptance of office form.
- d The decision of the chairman of a meeting as to the application of standing orders at the meeting shall be final.

The Berwick Small Business Conference 2016  
Prepared by Eric Goodyer  
May 2016

1 The purpose of this report is to inform Council of the agenda and date of the Berwick Small Business Conference. It will take place on Friday 16<sup>th</sup> September 2016 in The Guildhall between 10.00 a.m. and 3 p.m.

2 The Agenda will be as follows

10.00 Opening remarks

10.05 Welcome by the Mayor Councillor Ivor Dixon

10.15 Keynote Presentation Councillor Allan Hepple NCC Cabinet Member for Economic Growth

10.30 Access to Finance and Support

- Jacqui Kell Arch
- Simon Green North East Venturefest

11.00 Access to Training

- Sharon Buglass Berwick Skills Centre
- Trevor Smith PeoplePlus
- Linda Weddell Northumberland College

11.45 Break

12.00 Access to Professional Advice

- Joy Gair NBSL Ltd
- Colin Bell North East Local Enterprise Partnership

12.30 Workshop 1 Skills & Training

13.00 Lunch

13.45 Workshop 2 Premises and Infrastructure

14.15 Workshop 3 Finance & Support

14.45 Final Plenary

15.00 Close

3 This event was organised in response to feedback from the Berwick Investors Conference, at which a large number of small businesses requested a further event that focused on their needs. This agenda covers locally available professional support for small business, sources of finance, premises and skills.

4 There will be 3 workshops intended for small businesses to feedback their needs. This will cover premises, finance and skills. Premises is a key issue for the Neighbourhood Plan (NP) as the latest NCC data states that we have a gross over supply of offices (with a 19% vacancy rate), but a shortage of medium sized industrial premises. Feedback from local businesses will provide essential evidence as to whether NCC are correct, in which case the NP should introduce policies that prevents more offices being built, and instead support the construction of the industrial units that local businesses require.

5 Northumberland College have asked to speak. They have stated that they wish to extend their offering in Berwick and will use the opportunity to present their range of skills training. They also wish to learn from local businesses what their requirements are in order to better refine their offering. The lack of an FE provision in Berwick has been well established as major barrier to economic growth, therefore this approach from Northumberland College should be welcomed. It also opens up the possibility of jointly identifying a new site for Education & Skills development in Berwick following the loss of the Kwik Save Site that was identified for this purpose in the Berwick Eastern Arc Area Action Plan.

6 The Berwick Skills Centre will be located in the ground floor of the Library, and will offer a range of courses to deliver skills that will enable young people to gain employment. This development meets in part the objectives of the Berwick Eastern Arc Area Action Plan to develop Walkergate for the delivery of Skills & Training.

#### 7 Financial Implications

This will be a far smaller event than the Berwick Investors Conference and the sum of £500 as agreed by Finance Committee should be sufficient. If all the outstanding offers of sponsorship are received then the unused money will finance this event. If the event attracts more than 50 local businesses then a further request for financial support will be made. Currently there are 20 registrations

#### Resolutions

1 To approve and support the Berwick Small Business Conference

2 To welcome the approach made by Northumberland College, and to invite them to present their plans to a Full Council meeting

3 To welcome the opening of the Berwick Skills Centre

4 To work with Northumberland College and the Berwick Skills Centre to host a Careers Conference in March 2017

## Background

RAGES, (Rail Action Group East Scotland) are campaigning for a local service between Edinburgh and Berwick.

The First Minister of Scotland, Nicola Sturgeon, has stated that the SNP are committed to re-opening Reston and East Linton stations on the East Coast and the introduction of a local service.

RAGES aim to ensure that these promises are met and to build on the success of the Border Railway, which they are looking at the feasibility of extending to Carlisle.

It is hoped that the local service will include a late evening service to Berwick. Currently, the last train from Berwick to Edinburgh is 9pm (7pm on a Saturday).

## Aims of RAGES

The Aims of RAGES are:

- To improve the rail service between Edinburgh, Dunbar and Berwick upon Tweed.
- To have East Linton and Reston stations re-opened for active use.
- To improve the level of service to North Berwick.
- To re-open the branch line from Longniddry to Haddington.
- To consider the implications with regard to car parking and bicycle storage at stations between Waverley and Berwick upon Tweed.
- To keep under scrutiny the standards of passenger facilities at stations between Waverley and Berwick, including North Berwick, and to draw the attention of the relevant bodies to shortcomings which arise.
- The group, being environmentally minded, will actively strive to encourage rail travel within its geographical area.

## Proposal

1. Berwick-upon-Tweed Town Council to write to RAGES and the First Minister of Scotland offering support for RAGES campaign aims and setting out the importance to Berwick of enhancing transport links.

2. Berwick-upon-Tweed Town Council to adopt a policy to support the campaign for later train services, which will provide a number of benefits including boosting tourism and promoting Berwick as a Commuter Town.

## Links

<http://m.berwick-advertiser.co.uk/news/local-news/all-news/rail-group-pushes-for-local-train-service-to-edinburgh-1-4137937>

<http://www.rages.org.uk>

As you know we've funded the installation of the Quayside Path, the majority of works as I'm sure you will know have been completed, the main path is now just awaiting a decorative surface to be applied. Spend outturn is £57,000, leaving a remaining budget of £6,000.

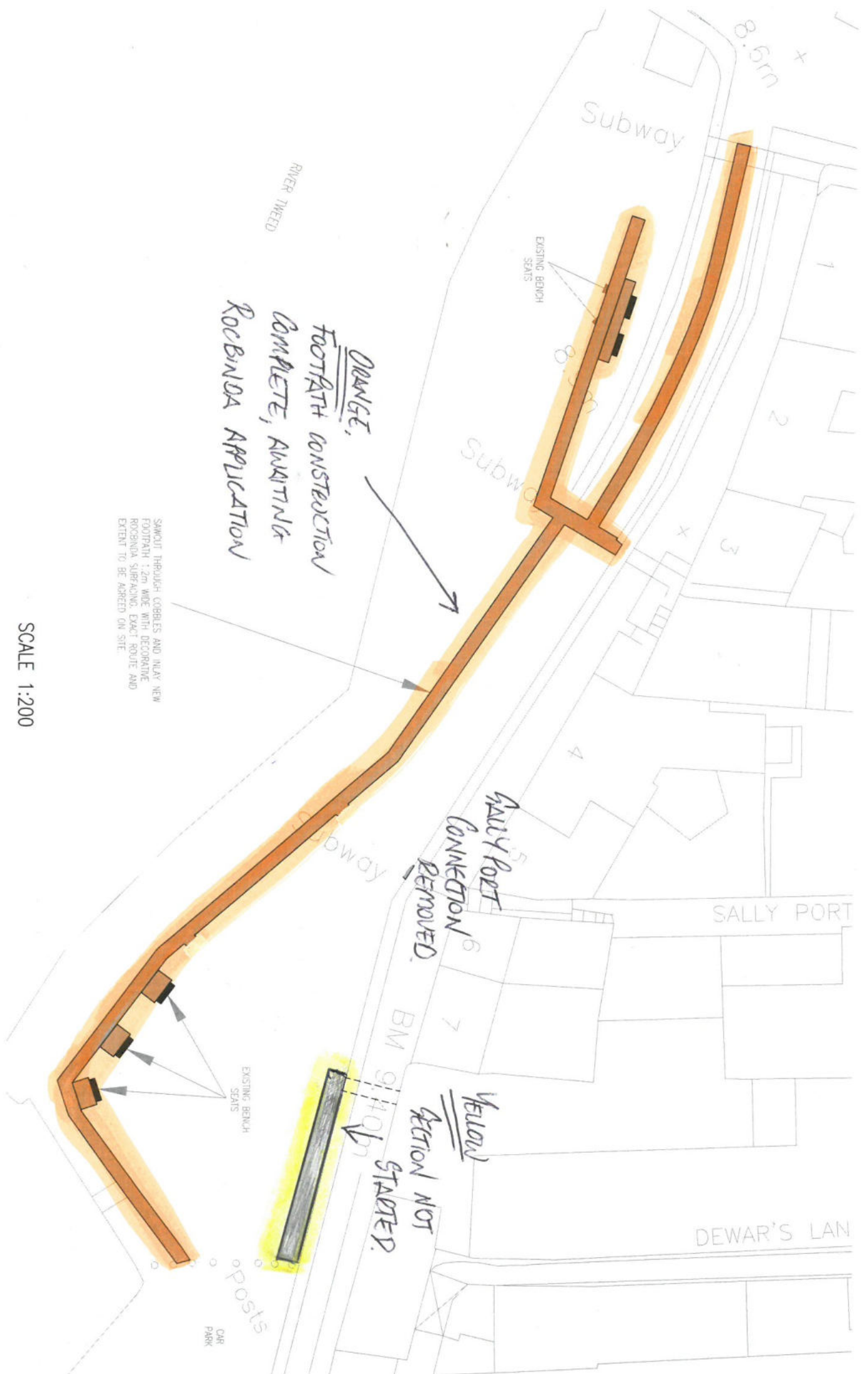
In terms of the link to Sallyport & Dewars Lane. The former has been removed from the scheme due to Sallyport beyond the Quay wall being cobbled which hinders access for wheelchairs etc and it's open to traffic (BTC Cllr Gibson is aware of this), our preference therefore is to provide a link to Dewars Lane, the route proposed runs along the wall from the car park to the lane entrance (see plan). Our Quantity Surveyor has reviewed the costs and needs about £8,000 to undertake these works, therefore they require a further £2,000.

In order to provide more funding to the path project, one option to consider is to reduce the budget requirement for NCC's Berwick Market proposal (attached). To expand on what is detailed, Neil proposes to install bluetooth equipment (isenders) which will ping messages to passers-by with details of events, market and other goings on in Berwick (these are currently on trial in Blyth), install banners and offer insurances for traders, unfortunately project activity has been delayed but could now be delivered June/July. Bob Hodgson and Neil Brown have indicated they would be agreeable to the transfer of budget in order to complete the path works as works would be a long-standing benefit to the town going forward.

How would BTC like me to proceed? My options are:

1. We can call a close on path works following the decorative surface being applied (this will leave £6k underspend) and carry out all the Market activities proposed.
2. Reducing the scale of the market proposal and transfer £2k to the path budget to undertake the link to Dewars Lane (programme spend will then be fully utilised)
3. If both options are desirable, can BTC contribute £2k?

Tracey Armstrong  
External Programmes Co-ordinator  
Northumberland County Council



*ORANGE,  
FOOTPATH CONSTRUCTION  
COMPLETE, AWAITING  
ROSBINDA APPLICATION*

*SAMQUIT THROUGH COBBLES AND NEAR NEW  
FOOTPATH : 2m WIDE WITH DECORATIVE  
ROSBINDA SURFACING. EXACT ROUTE AND  
EXTENT TO BE AGREED ON SITE.*

SCALE 1:200

## Berwick Advertising Funding

Fantasy prints –Various including 9 street light banners, pole system and other banners		£1716.71 (ex vat)
		£343.34 (vat)
	FP Sub Total	£2060.05
Erection of Street Light banners etc - Street Lighting – NCC		£670.60 (+ vat)
National Market Traders’ Federation - Insurances for traders (day insurance) 2 x 125 day packages		£500 (no vat)
Isenders and accessories - Technical Comms Ltd		£1564.88 + (ex vat)
	TC Ltd Sub Total	£312.98 (vat)
	TC Ltd Total	£1877.86
	Total (all)	£4452.19 (ex vat)
	VAT	£656.32*
	Total (inc Vat)	£5108.51

If we are over budget there are sufficient funds within Berwick market budget to cover these additional costs.

All of the above can be ordered now with a fairly short delivery timescale. We would wish to evaluate the isenders within the next 10 days. However they are in stock and can be ordered and delivered straight away.

\*The quotation from street lighting did provide for + vat. However we presume that no vat is payable internally within Northumberland County Council and have therefore not included vat in Street Lighting’s costs above.

## The Barracks Reawakening Project Funding Update

Prepared by Eric Goodyer & Joe Lang

The Heritage Hub feasibility study by Jura Consultants identified that the development costs for the Barracks Reawakening Project could be in the order of £15 million. The main source of these funds is expected to be either the Coastal Communities Fund or the Heritage Lottery Fund, or a combination thereof. Partners to the project will also be asked to contribute, and meanwhile are helping to cover some initial costs incurred in taking the project forward.

To support the project, an Expression of Interest has been submitted via Northumberland County Council to the NELEP Regional Growth Fund for a potential contribution of £5 million. This is one of eight bids submitted from NCC. As well as competing with the seven other bids, it will also have to be considered with bids being submitted from throughout the NELEP sub-region.

### **Financial implications**

If this first-stage application is successful, the Town Council will be asked to support a full bid and to be responsible for managing the grant. This would require BTC to employ a Special Projects Manager, or find an alternative mechanism to manage the money. BTC would also incur a higher annual audit cost. Therefore any final bid submitted would include funding to cover the costs incurred by BTC in contributing to the project delivery.

The submission made to the NELEP on behalf of the project is attached to this report.

### **NELEP**

The North East Local Enterprise Partnership (NELEP) has set a strategy for economic growth through the North East Strategic Economic Plan and competes nationally to bring funding into the region. The NELEP area covers County Durham, Gateshead, Newcastle, North Tyneside, Northumberland, South Tyneside and Sunderland.



# High Level Expression of Interest Form



## 1.0 Project Information

1.1 Project Name

1.2 Lead Organisation

1.3 Type of Organisation  (drop down menu)

1.4 VAT No.

1.5 Company No.  (if applicable)

1.6 Address

1.7 Contact Name

1.8 Telephone Number  1.9 Mobile Number

1.10 Email address

1.11 Project Postcode  1.12 Local Authority Area

## 2.0 Project Delivery

### 2.1 Funding Profile

	Expenditure by Funding Source						
	2016/17	2017/18	2018/19	2019/20	2020/21	Future Years	Total
North East LGF Funding				£1,250,000	£3,750,000		£5,000,000
North East Single Pot							£0
Local Authority Funding							£0
Other Public Sector Funding				£1,875,000	£4,875,000	£750,000	£7,500,000
Private Sector Funding				£375,000	£975,000	£150,000	£1,500,000
Third Sector Funding				£250,000	£650,000	£100,000	£1,000,000
Not identified							£0
<b>Total</b>	<b>£0</b>	<b>£0</b>	<b>£0</b>	<b>£3,750,000</b>	<b>£10,250,000</b>	<b>£1,000,000</b>	<b>£15,000,000</b>

### 2.2 Key Milestones

Milestone	Expected Completion
All funding acquired	2019/2020
Development Phase Completed	2019/2020
Construction work	2021/2022
Berwick Barracks Opening	2022/2023

2.3 Start Date  (Month-Year)

2.4 Financial Completion Date  (Month-Year)

## 3.0 Strategic Information

### 3.1 Theme

3.1.1 Please select the most appropriate theme relating to the project

### 3.2 Output Profile

Output (drop down menu)	Outputs									
	2017/18	2018/19	2019/20	2020/21	2021/22	2022/23	2023/24	2024/25	Future Years	Total
Gross jobs connected to the intervention on direct employment sites						5.2				5.2
Gross jobs connected to the intervention on 'Impact Sites'						13				13
										0
										0
										0
										0

**Transport Projects only**

3.3 Net Present Value

3.4 Optimism Bias

3.5 VFM Category

3.6 Benefit Cost Ratio (BCR)  : 1

3.7 Present Value of Benefits

3.8 Strength of Evidence

3.9 Explain assumptions and any difference between BCR and VFM

### 3.5 Strategic Fit

3.5.1 Please provide a brief description of the project (max 400 characters)

To transform Berwick Barracks into a landmark Borders Heritage Hub telling the remarkable story of Berwick and the surrounding region. It aims to be a major tourist attraction, providing a facility for many of Berwick's unique collections and securing the future of one of its most important heritage buildings. The Hub will feature a shop, café, and other activities such as retail and work space.

3.5.2 Please briefly describe the aims, objectives, stage of development and key deliverables of the project and how these will contribute to the delivery of the North East Strategic Economic Plan

**Aim:** To establish the new £15m Borders Heritage Hub (BHH) as a nationally significant tourism, learning and heritage facility, driving the transformation of Berwick and the wider Borders area, stimulating economic growth and new jobs driven by the strong tourism economy

**Objectives:** Safeguard one of Berwick's most important historic buildings (Berwick Barracks), introducing a sustainable purpose and increasing its value to the community; Secure and safely store Berwick's unique collection of archives and artefacts, including Berwick's own Burrell Collection, creating an integrated museum experience which demonstrates the uniqueness of Berwick and the Borders region; Become a major tourist attraction, achieved through partnership with a number of key organisations including a revitalised Berwick Museum and Art Gallery, the KOSB Regimental Museum, and Berwick Visual Arts, who with enhanced facilities will be able to attract national-quality exhibitions; Create space for activities, events and festivals; Instigate complementary for-profit activities.

**Stage of Development:** The project has thus far been the subject of an independent feasibility study and business plan, which suggested that the project is deliverable and sustainable, and is currently in further development.

**Deliverables:** Berwick is North Northumberland's most deprived town. It has a vulnerable economy, offering poor job opportunities, low wages and no further education facilities. However, its assets include an outstanding built and historic heritage, and tourism has been identified as a potential path to growth. However, Berwick's tourism offerings are positioned between the powerful draw of Edinburgh on one side and Bamburgh, Holy Island and Alnwick Castle on the other, and it currently lacks a core attraction to give its historic centre greater focus, visibility and year-round appeal. The North East LEP has identified tourism development as a key economic driver, to be supported by investment from its Regional Growth Fund: "The coast and rural areas underpin a strong local tourism offer, with a number of heritage assets of national and international significance." The BHH will make a strong contribution towards providing "new solutions to maximising investment in tourism, heritage and culture assets and their economic contribution to the area's economy" (NE SEP). It could attract around 60,000 visits per annum delivering direct economic impact through 5 FTE posts provided annually and significantly increased on-site spend, currently limited by building and facility constraints. It will also contribute considerably to ameliorating Berwick's visitor and tourist market vulnerabilities. Indirectly, the BHH has the potential to support an additional 13 offsite tourism jobs and contribute £273,500 in GVA to the regional economy on an annual basis. The BHH will make a major contribution to the regional tourism offer, drawing additional leisure visits, stimulating the local and regional economy creating a catalytic effect encouraging further inward investment.

3.5.3 Please choose the rationale for North East LEP funding (drop down menu)

Lack of access to finance

3.5.4 Please provide details of the rationale.

The achievement of the Borders Heritage Hub will require a significant capital investment. The scale of the operating surplus means that this will have to be provided by grant funding. A scheme for the project has been provisionally costed with a construction cost of £9.6 million. Allowing for fees, fit-out and other exclusions the final cost is likely to be in the region of £15 million. This further assumes that VAT will be recoverable. There are several opportunities for grant funding and a plural approach will be required. Some aspects of the project may also be phased. It is hoped that the Heritage Lottery Fund will make up a significant portion of the funding required (£7.5 million), with a further £1.5 million from Trusts and Foundations, and £1 million from Local Partners. However, this still leaves a shortfall of approximately £5 million.

**BERWICK-UPON-TWEED TOWN COUNCIL**

**LIST OF MEETINGS 2015 – 2016**

	MEETING	DATE	TIME	VENUE
<b>May 2016</b>				
1.	<b>Annual Meeting of Council</b>	Monday, 9 May	6.00pm	Town Hall (Council Chamber)
2.	<b>Mayor Making Ceremony</b>	Monday, 16 May	6.00pm	Town Hall (Council Chamber)
3.	Planning	Tuesday, 17 May	6 for 6.30pm	Town Hall (Ante room)
4.	Finance and Resources	Wednesday, 18 May	6.00pm	Town Hall (Ante room)
5.	<b>ANNUAL TOWN MEETING</b>	Wednesday, 25 May	6.00pm	Town Hall (Guildhall)
<b>June 2016</b>				
6.	Events	Monday, 6 June	6.00pm	Town Hall (Ante room)
7.	Environment and Regeneration	Monday, 13 June	6.00pm	Town Hall (Ante room)
8.	Finance and Resources	Monday, 20 June	6.00pm	Town Hall (Ante room)
9.	Planning	Tuesday, 21 June	6 for 6.30pm	Town Hall (Ante room)
10.	Council	Monday, 27 June	6.00pm	Town Hall (Council Chamber)

<b>July 2016</b>				
11.	Council	Monday, 11 July	6.00pm	Town Hall (Council Chamber)
12.	Planning	Tuesday, 19 July	6 for 6.30pm	Town Hall (Ante room)
13.	Council	Monday, 25 July	6.00pm	Town Hall (Council Chamber)
<b>August 2016</b>				
14.	Planning	Tuesday, 9 August	6 for 6.30pm	Town Hall (Ante room)
15.	Council	Monday, 15 August	6.00pm	Town Hall (Council Chamber)
<b>September 2016</b>				
16.	Council	Monday, 5 September	6.00pm	Town Hall (Council Chamber)
17.	Planning	Tuesday, 20 September	6 for 6.30pm	Town Hall (Ante room)
18.	Council	Monday, 26 September	6.00pm	Town Hall (Council Chamber)
<b>October 2016</b>				
19.	Council	Monday, 10 October	6.00pm	Town Hall (Council Chamber)
20.	Planning	Tuesday, 18 October	6 for 6.30pm	Town Hall (Ante room)
21.	Council	Monday, 24 October	6.00pm	Town Hall (Council Chamber)
<b>November 2016</b>				
22.	Council	Monday, 7 November	6.00pm	Town Hall (Council Chamber)
23.	Planning	Tuesday, 22 November	6 for 6.30pm	Town Hall (Ante room)

24.	Council	Monday, 28 November	6.00pm	Town Hall (Council Chamber)
<b>December 2016</b>				
25.	Planning	Tuesday, 13 December	6 for 6.30pm	Town Hall (Ante room)
26.	Council	Monday, 19 December	6.00pm	Town Hall (Council Chamber)
<b>January 2017</b>				
27.	Council	Monday, 9 January	6.00pm	Town Hall (Council Chamber)
28.	Planning	Tuesday, 17 January	6 for 6.30pm	Town Hall (Ante room)
29.	Council	Monday, 23 January	6.00pm	Town Hall (Council Chamber)
<b>February 2017</b>				
30.	Council	Monday, 6 February	6.00pm	Town Hall (Council Chamber)
31.	Planning	Tuesday, 21 February	6 for 6.30pm	Town Hall (Ante room)
32.	Council	Monday, 27 February	6.00pm	Town Hall (Council Chamber)
<b>March 2017</b>				
33.	Council	Monday, 13 March	6.00pm	Town Hall (Council Chamber)
34.	Planning	Tuesday, 21 March	6 for 6.30pm	Town Hall (Ante room)
<b>April 2017</b>				
35.	Council	Monday, 3 April	6.00pm	Town Hall (Council Chamber)
36.	Planning	Tuesday, 18 April	6 for 6.30pm	Town Hall (Ante room)

37.	Council	Monday, 24 April	6.00pm	Town Hall (Council Chamber)
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## BERWICK-UPON-TWEED TOWN COUNCIL

**Minutes of the Town Council Environment and Regeneration Committee Meeting held on Monday, 29 February 2016 at 6.00 pm at The Town Hall, Marygate, Berwick-upon-Tweed**

### **PRESENT:**

Councillors:	I Dixon (Chair)	Goodyer
	Bettison	Graham
	Blackburn	Mclean
	Forbes	Roughead
	Gibson	Smith

### **IN ATTENDANCE:**

W Pattison, Town Clerk  
4 members of the public

### **OPEN SESSION**

Mr Stewart expressed concern regarding the Old Bridge and advised most of the monitoring equipment had been washed away.

#### **ER077/15 1. APOLOGIES FOR ABSENCE**

Apologies for absence had been accepted from: Councillors J Lang, C Seymour and G Hill.

#### **ER078/15 2. MINUTES OF THE LAST MEETING**

The minutes of the meeting held on 18 January 2016 were agreed by all and signed as a correct record.

#### **ER079/15 3. DISCLOSURE OF INTERESTS**

Cllr Roughead, Hoppa Bus.

Cllr Roughead was asked by Councillors why he always declared an interest in the Hoppa Bus and Cllr Roughead advised it was because the bus drove through Tweedmouth.

**ER080/15 4. REQUEST FOR DISPENSATION**

None.

**ER081/15 5. EMERGENCY PLANNING**

Mr Ian Clough, NCC, delivered a very interesting and informative talk on Emergency Planning and mentioned he had been in touch with the Clerk due to a potential risk re an 8-10 hour power failure late last year. The Swan Centre and Berwick Academy will be used in case of an emergency and mention re the whereabouts of a mortuary was made by Cllr Gibson and was advised that the field at Shielfied next to the Football Pitch would be used. A Community Risk register is available to all residents if required. **Suspend Standing orders** - Mr Darling advised his concerns re the shortage of Ambulances in the Berwick area. **Re-instate Standing orders.** Mr Clough suggested that BTC put together an Emergency Plan for Berwick and this was agreed by Councillors.

**RESOLVED: To arrange a meeting with Mr Clough to discuss an Emergency Plan for Berwick.**

**ER082/15 6. DOG BIN FOR SPRINGHILL**

Cllr Gibson advised that Springhill already had a Dog Bin, however, it was thought that 2 dog bins on Cemetery Road were quite close together and could be moved further apart with one of them located towards the Etal side of the road. Cllr Graham will look at the dog bin provision in this area and report back to Council.

**RESOLVED: Cllr Graham will personally check on the dog bin provision and advise Council accordingly.**

**ER083/15 7. COMMEMORATION OF THE QUEENS 90TH BIRTHDAY**

Councillors thought it was a good idea to plant and mark with a plaque three trees with supporting tree guards in Berwick, Spittal and Tweedmouth and a location needed to be found for them as a matter of urgency as the time to plant the trees was running out. A suggestion to seek Berwick in Bloom's advice was suggested and agreed, **Suspend Standing orders** – Mr Stewart thought the new town team officers could plant the trees. **Re-instate Standing orders.** Cllr Goodyer pointed out there was possibility of a grant available to purchase the trees. The Clerk advised this would be too late for this year re planting season. Cllr Bettison

though the idea to hold small celebrations at the planting/dedication of each tree was a good one.

**RESOLVED: TO ask for advice from Berwick in Bloom re the right areas to plant the trees.**

**ER084/15**

#### **8. COMMUNITY ORCHARD**

The Clerk advised Councillors that the attached appendix regarding how to start a Community Orchard was in main to generate interest in the various communities across Berwick. Cllr Bettison advised Council that Wooler now had a community orchard and it was a very successful project.

**RESOLVED: To look and discuss this initiative again in the future.**

**ER085/15**

#### **9. TEENAGE MARKET**

The Clerk advised Councillors that the Teenage Market would be held on Sunday 3<sup>rd</sup> July 2016. A meeting was held on Friday 26<sup>th</sup> February with schools and youth organisations and everyone was very positive and encouraging. **Suspend Standing Orders**, Mr Haswell wanted to know if the Council would be providing the pop up stalls, the Clerk advised they would be provided free of charge and had also requested if Rotary could help with some of their stalls also and they were happy to do so. **Reinstate Standing orders.**

There will be another meeting to discuss the market further on March 21<sup>st</sup> 2016 at 4pm at Berwick Academy. Cllr Mclean thought the Market would be a tremendous initiative for Berwick and will bring people into the Town and also help businesses. Cllr Bettison also thought it was time Berwick led the way.

**ER086/15**

#### **10. OLD BRIDGE**

Councillors agreed the Old Bridge was looking tired and needed work to maintain the structure. Cllr Roughead thought that there should be a new survey done to assess damage and NCC officers/surveyors should come up to Berwick to look at it. **Suspend Standing orders** – Mr Michael Stewart advised the Bridge was Grade 1 listed and that the monitoring equipment had mostly been washed away - **Reinstate Standing Orders**. Cllr Blackburn also agreed the bridge was looking tired and worn and suggested BTC consult on various options with NCC, Cllr Goodyer though the Clerk should contact Steve Fletcher, NCC to come to Berwick and assess the bridge and also contact Lee McFarland, Historic England.



A traffic survey was also suggested. Cllr Blackburn thought he would be in favour of a closure to protect the bridge but quite understood the strain which would be put onto town centre traffic exits especially on the New Bridge.

**RESOLVED: The Clerk will contact NCC and ask them to come up and do a thorough survey of the bridge.**

**ER087/15**

#### **11. DIGITAL BOARDS**

The poles are now in place and the only delay will be the connection to the electricity supply by Scottish Power, which could take up to 8 weeks. Cllr Bettison advised she was looking forward to seeing them up and running.

**ER088/15**

#### **12. BEACON ON THE RAMPARTS**

Cllr Gibson advised Councillors that it had been suggested to light the beacon on the Ramparts to celebrate the Queen's 90<sup>th</sup> Birthday on 21<sup>st</sup> April. However, the beacon column was found to be broken and one quote to replace had been received as coming in at around £1k to repair. **Suspend Standing orders.** Mr Haswell thought a decent fire in the beacon should be provided this time instead of the very low flame which was lit for the Diamond Jubilee. **Reinstate Standing orders.** Councillors discussed which Committee this could be approved at and it was finally decided to bring to the Council meeting on March 21<sup>st</sup> and 2 more quotes will also be provided.

**RESOLVED: To provide 2 more quotes up to £1,500 for final approval at the Council meeting.**

**ER089/15**

#### **13. HOPPA BUS TIMETABLE**

The new timetable was agreed but Councillors requested that the photo on the front of the timetable should be changed. Berwick Holiday Centre are kindly printing this on BTC's behalf.

**RESOLVED: Approval of the new timetable with a new photo supplied for the front.**

**ER090/15**

#### **14. APPLICATIONS FOR FINANCIAL ASSISTANCE**

None.

**ER091/15**

#### **15. DATE OF NEXT MEETING**

The next meeting would be held on Monday 13 June 2016 at 6.00pm.

## **BERWICK-UPON-TWEED TOWN COUNCIL**

**Minutes of the Town Council Finance and Resources Committee Meeting held on Monday, 4 April 2016 at 6.00 pm in the Ante Room at The Town Hall, Marygate, Berwick-upon-Tweed**

### **PRESENT:**

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

### **IN ATTENDANCE:**

W Pattison, Town Clerk

Cllr Gary Smith

6 Members of the public

### **OPEN SESSION**

Mr Spencer Barclay commented on behavioral issues at the Council Meeting and queried CCTV processes and equipment. Mr Spencer Barclay will receive a written response from the Town Clerk. Cllr Bettison advised the Chair that due to Mayoral duties she would have to leave the meeting at 6.40pm.

#### **F163/15 1. APOLOGIES FOR ABSENCE**

Apologies for absence had been accepted from: Councillor K Graham

#### **F164/15 2. MINUTES OF THE LAST MEETING**

Councillor Hill felt the minutes were becoming too detailed about what is actually said at meetings, which can lead to increased dispute and requests for changes. Cllr Hill requested, and it was agreed, to make an addition to the end of the last Finance Minutes which had omitted Cllr Hodgson advising that the CCTV successful company would be notified once the unsuccessful companies had also been notified. The minutes of the meeting held on 7 March 2016 were then agreed by all and signed as a correct record.

**F165/15 3. DISCLOSURES OF INTEREST**

Cllrs Hill, Bettison, Seymour and Dixon, Freeman Trustees and Cllr Roughead, Hoppa Bus timetable changes.

**F166/15 4. REQUEST FOR DISPENSATION**

There were no requests for dispensation.

**F167/15 5. AUTHORISATION OF EXPENDITURE AND ORDERS**

Cllr Hill queried invoices 451, 452, 455 and 456. Cllr Hill also noted that two items were listed to be paid from the schedule III income, she said this income of £115,000 had not been included in the recent budget figures in either the income or reserve figures and queried why it was suddenly being referred to. She said that in recent finance meetings there had not been an agenda item; "statement of expenditure v budget" which had been the case in the past and we needed to have an up to date, accurate statement of the Council's financial position. Cllr Bettison said Mr Warren was still currently still looking at the Council's financial procedures. Cllr Hill said that Councillor expenses had always identified which Councillor they related to. Cllr Hodgson advised 455 and 456 were for ink cartridges for him which were claimed for expenses for printing out Council documents.

**RESOLVED: To approve all payments and orders appended to these minutes.**

**F168/15 6. BEACON/BRAZIER**

Three quotes were obtained for repairs to the beacon. Two quotes were given for all the repairs to be made including the stem of the beacon and one quote also advised the stem was probably repairable and could last a couple more years. It was thought advisable that the Beacon was properly repaired re Health and Safety reasons and this was proposed by Cllr Gibson and seconded by Cllr Dixon. The Clerk advised that it may not be repaired in time for the Queen's Birthday on April 21<sup>st</sup> and Cllr Roughead and Cllr Hill thought to delegate to the Clerk and see which company could possibly repair within that time frame if possible and keep the costs at around £1,100.00.

**RESOLVED: To fully repair the Beacon and to ascertain whether the work could be completed before the Queen's Birthday on April 21st.**

**F169/15 7. TOWN COUNCIL WEBSITE**

The Clerk advised Councillors that the current Town Council website was dated and lacked functionality. Costs/quotes received to formulate a new website ranged from £1k to £4k. The Clerk advised that the website was large and had a lot of attachments which were probably

unnecessary and they would not all need to be transferred over to a new website. Cllr Hill said that the Website should be improved but needed more details before agreeing anything and felt that the website was not currently a priority. Cllr Roughead thought the current website was not fit for purpose and suggested this item was put on the Council agenda and a sub-committee could be formulated to look at what could be carried over from the current website. Cllr Seymour thought the website could be updated but the Clerk advised that this would be difficult and was not considered advisable.

**RESOLVED: The Website be put onto Agenda of next Full Council and Finance Committee make a formal recommendation that a Council Sub Committee be created of Members interested to look into website further'.**

**F170/15 8. VICTORIAN FOUNTAIN**

The Clerk advised that Berwick Preservation Trust were awaiting a quote from Scottish Power re the viability of re-connecting the fountain. Pipe work will also be required, however, the Preservation Trust are fully committed to getting the fountain up and running but everything hinges on the quote from Scottish Power and it is hoped a need to dig up the road would not be required as this would make the initiative expensive / problematic.

**RESOLVED: To await quote from Scottish Power.**

**F171/15 9. LIONS ALLOTMENTS**

The ivy on the walls around the allotments has become a concern, Cllr Bettison thought this may reveal damage to the wall once the ivy had been removed. There were also health and safety issues involved and it was decided to get a builder to look at the wall first.

**RESOLVED: To engage a builder and obtain an estimate to ascertain what the work would entail.**

**F172/15 10. HOPPA BUS**

Councillor Roughead advised his appreciation of the new Hoppa Bus timetable which was printed by Berwick Holiday Park and the design work paid for by BTC. Cllr Bettison thought congratulations were in order for the success re partnership working between BTC and Berwick Holiday Park. The Clerk advised that the make and model of the Hoppa Bus was required in order to cover the bus with graphics relating to Berwick and it was thought mention should also be made on the bus to say 'Berwick Town Council and Berwick Holiday Park working together'. Cllr Hodgson also mentioned a new four day family and single pass is to be introduced to encourage and assist more passengers.

**RESOLVED: To gain quotes for graphics to cover the bus.**

**F173/15 11. NON DOMESTIC RATES**

The Clerk advised that a non-domestic rate bill amounting to nearly £2k in regard to all the Clear Channel bus shelters has now been waived. However, the Town Council cannot advertise in them and this includes any photos of Berwick and also bus timetables. Cllr Roughead thought art work from local schools could be incorporated but was advised by the Clerk that the Council would have to pay non domestic rates for each bus shelter used for this purpose.

**Cllr Bettison left the meeting.**

Cllr Seymour thought advisable to leave as is at the moment and this was agreed by Councillors.

**RESOLVED: To leave the bus shelters as they are at the moment and this could be looked at again in the future.**

**F174/15 12. NORTHUMBRIAN WATER INVOICES**

The Clerk advised that Northumbria Water had written to the Council regarding Blakewell Gardens and advised a fixed water rate at Band 3 will rise to £632.15 by next year. The alternative is to have a water meter installed. Five Arches allotments currently has no water provision and Northumbrian Water Customer Services have been unable to find this allotment on their systems. Councillors thought the allotments were probably included within Seton Hall and the water has been turned off because the Care Home had shut down. Councillor Hill said that the agenda item was only to “receive a report” and that it would have been helpful to have relevant papers circulated before the meeting. After discussion it was decided to install a water meter for 6 months only at Blakewell Gardens and gauge the costs and if proving to be expensive, the water meter would be requested to be removed and a fixed rate charge would be requested.

**RESOLVED: To request a water meter for 6 months only at Blakewell Gardens Allotments.**

**F175/15 13. DATE OF NEXT MEETING**

The next meeting will be held on Wednesday, 18th May 2016 at 6.00pm.

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

See page 3 for accompanying explanatory notes

<b>Voucher</b>	<b>Code</b>	<b>Date</b>	<b>Cheque No</b>	<b>Description</b>	<b>Supplier</b>	<b>Net</b>	<b>VAT</b>	<b>Total</b>
447	Photocopies	24/03/2016	101284	Photocopies	Capital Solutions	178.56	35.71	214.27
448	War Memorials: maintenance	24/03/2016	101285	Repairs	Berwick Preservation Trust	2,000.00	400.00	2,400.00
449	Expenses	24/03/2016	101286	Piper	R Bell	50.00	0.00	50.00
450	Expenses	24/03/2016	101287	Catering	Ruth Forrest Catering	1,250.00	0.00	1,250.00
451	Legal & Professional Fees	24/03/2016	101288	Consultancy	S Warren	500.00	0.00	500.00
452	Costs	24/03/2016	101289	Freemen descents	Berwick Record Office	210.00	0.00	210.00
453	Stationery & Printing	24/03/2016	101290	Stationery	Viking	33.41	6.68	40.09
454	Stationery & Printing	24/03/2016	101290	Stationery	Viking	15.33	3.07	18.40
455	Councillor Travel & Subsistence	24/03/2016	101290	Ink Cartridges	Viking	19.96	3.99	23.95
456	Councillor Travel & Subsistence	24/03/2016	101290	Ink Cartridges	Viking	20.83	4.17	25.00
457	Bounds Riding	24/03/2016	101291	Insurance - bounds riding	South Essex Insurance Brokers	376.41	0.00	376.41
458-69	Salaries	24/03/2016	101292	Salaries	Northumberland County Council	5,996.76	0.00	5,996.76

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

See page 3 for accompanying explanatory notes

<b>Voucher</b>	<b>Code</b>	<b>Date</b>	<b>Cheque No</b>	<b>Description</b>	<b>Supplier</b>	<b>Net</b>	<b>VAT</b>	<b>TOTAL</b>
443	Water [owned]	24/03/2016	directdebit	Water services	Northumbrian Water	180.91	0.00	180.91
444	Telecoms	24/03/2016	directdebit	phone	BT	75.35	15.07	90.42
445	Electricity	24/03/2016	directdebit	Electricity	Southern Electric	55.06	2.75	57.81

**Berwick-upon-Tweed Town Council  
DEBIT CARD PAYMENTS TO BE NOTED**

See page 3 for accompanying explanatory notes

446	Equipment	24/03/2016	debitcard	Screen	Capitalstores	227.09	0.00	227.09
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Explanatory Notes to accompany payment list.

<b>Voucher</b>	<b>Notes</b>
443	Blakewell Gardens Allotments water supply - charge based on new assessment regime
444	Office phone
445	Office electricity
446	Projector screen purchased for Investors Conference
447	Monthly charge office photocopies
448	Agreed contribution to Berwick Preservation Trust for War Memorial restoration
449-50	Costs associated with Investors Conference
451	Charge for preparing Internal Audit services tender
452	Research associated with Freeman Admission Ceremonies; paid from Schedule III surplus
453-54	Office stationery
455-56	Printer cartridges for Cllrs
457	Insurance cover for Bounds Riding; paid from Schedule III surplus
458-69	March wages



## **BERWICK-UPON-TWEED TOWN COUNCIL**

**Minutes of the Town Council Planning Committee Meeting held on Tuesday, 26 April 2016  
at 6.30pm in the Ante-Room, Town Hall, Marygate, Berwick-upon-Tweed**

### **PRESENT:**

Councillors: C Seymour (Chair)  
A Forbes  
K Graham  
G Hill  
G Smith

### **IN ATTENDANCE:**

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

### **OPEN SESSION**

Concerns were raised regarding the new development at Barley Rise where it was believed that potentially an Ancient Roman Fortification may have been disturbed.

The question was asked if the planning application at Sandstell Road had been granted permission by Northumberland County Council. This was answered by explaining that permission has not been granted and an amended application would be considered for comment under Item 7 'Applications For Planning Permission'. Concerns were then expressed that the access road could possibly impede the Spittal Point development.

#### **P102/15 1. APOLOGIES FOR ABSENCE**

Apologies for absence had been accepted from: Councillors H Bettison (alternative meeting) and I Dixon (alternative meeting).

#### **P103/15 2. MINUTES OF THE LAST MEETING**

The minutes of the meeting held on Tuesday, 23 February 2016 were agreed and signed as a correct record.

#### **P104/15 3. DISCLOSURE OF INTERESTS**

Councillor K Graham declared a personal interest in Item 7, Application

16/01222/FUL (17A Woolmarket, Berwick-upon-Tweed, Northumberland. TD15 1DH).

**P105/15 4. REQUEST FOR DISPENSATION**

There were no requests for dispensation.

**P106/15 5. LOCAL NEIGHBOURHOOD PLAN**

The next meeting of the Steering Group will take place on Friday, 29 April 2016. The group will discuss membership of the topic groups which were established during the first round of public consultations.

**P107/15 6. THE COWE BUILDINGS**

Members of the Planning Committee have contacted Northumberland County Council with concerns that there may be a potential breach of the planning application for the Cowe Buildings in Bridge Street.

The Planning Committee expressed their great concerns over this planning application.

It was agreed to send a letter to Northumberland County Council to make enquiries about a possible breach and the chimney which has been removed and the five fire places.

**P108/15 7. APPLICATIONS FOR PLANNING PERMISSION**

**15/03346/FUL**

**Proposed part demolition of existing buildings, retention and restoration of former listed smokery, development of 13no residential dwellings, car-parking and associated works.**

**Land At Sandstell Road, Spittal, Berwick-upon-Tweed, Northumberland.  
TD15 1QY**

Members still had some concerns as to the potential for flooding and whether the drainage systems for foul water and surface water were adequate.

**15/03347/LBC**

**Listed building consent for part demolition of existing buildings, retention and restoration of former listed smokery, development of 13no residential dwellings, car parking and associated works.**

**Land At Sandstell Road, Spittal, Berwick-upon-Tweed, Northumberland.  
TD15 1QY**

Members still had some concerns as to the potential for flooding and whether the drainage systems for foul water and surface water were adequate. Also, whether the concerns from the Conservation Officer have been addressed.

**16/00936/FUL**

**Proposed demolition of brick wall and construction of new metal palisade fence.**

**60 Marygate, Berwick-upon-Tweed, Northumberland. TD15 1BN**

No objection.

**16/01079/FUL**

**Proposed renovation and remodelling of layout and 1 1/2 storey extension to rear following demolition of existing single storey extension.**

**71 Ravensdowne, Berwick-upon-Tweed, Northumberland. TD15 1DQ**

Members had no objections, however, there were no comments available to date from the Conservation Officer.

**16/01080/LBC**

**Listed building consent for the proposed renovation and remodelling of layout and 1 1/2 storey extension to rear following demolition of existing single storey extension.**

**71 Ravensdowne, Berwick-upon-Tweed, Northumberland. TD15 1DQ**

Members had no objections, however, there were no comments available to date from the Conservation Officer.

**16/01081/FUL**

**Demolition of existing lean to conservatory and construction of sun room.**

**3 Blakewell Road, Tweedmouth, Berwick-upon-Tweed, Northumberland.**

**TD15 2HG**

No objection.

**16/01093/FUL**

**Replacement of existing double-glazed windows; revision of window and**

**door openings to suit internal alterations; construction of utility building within rear garden.**

**21 Bell Tower Park, Berwick-upon-Tweed, Northumberland. TD15 1ND**

No objection.

**16/01177/FUL**

**Proposed single storey extension.**

**7 St Cuthberts Road, Berwick-upon-Tweed, Northumberland. TD15 1QD**

No objection.

**16/01222/FUL**

**Proposal to erect new conservatory.**

**17A Woolmarket, Berwick-upon-Tweed, Northumberland. TD15 1DH**

Members would suggest that the concerns of the neighbour should be investigated further and agreed that a site visit may be beneficial.

**16/01250/COU**

**Change of Use of land to create an all weather turnout area.**

**Land At Grangeburn Mill, Berwick-upon-Tweed, Northumberland. TD15 1SY**

No objection.

**16/01259/FUL**

**Implementation of new DDA compliant entrance ramp.**

**42 Hide Hill, Berwick-upon-Tweed, Northumberland. TD15 1EY**

No objection.

**16/01234/LBC**

**Listed building consent for a ground floor extension to rear of property to enlarge existing breakfast room.**

**53 Ravensdowne, Berwick-upon-Tweed, Northumberland. TD15 1DQ**

No objection.

**P109/15**

**8. PLANNING APPLICATION DECISION LIST**

The question was raised as to why permission had been granted for Cleet Court to have replacement UPVC windows in a conservation area and yet King James Court had been refused their application. The decisions provided in the attachments were then noted.

**P110/15**

**9. DATE OF NEXT MEETING**

The date of the next meeting would be Tuesday, 17 May 2016 at 6.30 pm.