

**Summons to a meeting of
Council
on
Tuesday, 17 October 2017
At 6.00 pm
in the Council Chamber, Town, Hall, Marygate,
Berwick upon Tweed**

The Agenda for the meeting is set out on the following page.



Town Clerk

11 October 2017

EXTRACT FROM STANDING ORDERS

- 1(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 that relates directly to new information concerning the member that was introduced during the debate, in which case they shall with the chair's consent offer their explanation after all other members who wish to do so have spoken, or
 - v. in exercise of a right of reply as the mover of the motion before a vote.
- 1(p) During the debate of a motion, a councillor may interrupt only on a point of order 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.
- 1(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.

OPEN SESSION

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

This is for a period of 15 minutes overall and is limited to 3 minutes per person.

AGENDA

ITEM NO.	TITLE AND DESCRIPTION OF ITEM	APPS
1.	APOLOGIES FOR ABSENCE To receive apologies for absence.	
2.	MINUTES To sign as a correct record the minutes of the Berwick-upon-Tweed Town Council meeting held on 18 September 2017.	Minutes
3.	DISCLOSURE OF INTERESTS Unless already entered in the Council's Register of Members' interests, members are required to disclose any personal interest, (which includes any disclosable pecuniary interest), they may have in any of the items included on the agenda for the meeting in accordance with the Code of Conduct adopted by the Council on 9 July 2012, and are reminded that if they have any personal interests of a prejudicial nature they must not participate in any discussion or vote on the matter and must leave the room.	
4.	REQUEST FOR DISPENSATION (i) To receive from members who have a Disclosable Pecuniary Interest in any items on the agenda an application for dispensation under section 33 of the Localism Act 2011 to enable members to participate in discussions and voting (pro-forma attached). (ii) To consider requests for dispensation.	
5.	TOWN MAYOR'S ANNOUNCEMENTS To receive announcements from the Town Mayor.	
6.	CORRESPONDENCE i. To note the Correspondence Log. ii. 2016 Guidance For Placing And Enforcing Unauthorised Obstructions In The Highway.	A
7.	BUS INFORMATION Consultation on a Proposal around a New Partnership for Bus Information between Northumberland Parish and Town Councils.	B
8.	RECEIPT OF AUDIT REPORT To note the report.	C
9.	BERWICK STADIUM TRUST To consider the report.	D
10.	COMMUNICATIONS PLAN To consider the report.	E

- 11. REMEMBRANCE DAY**
- i. To note the report on Remembrance Day in Berwick-upon-Tweed. **F**
 - ii. To receive a verbal update from the Sergeant-at-Mace.
- 12. REPRESENTATION ON OUTSIDE BODIES**
- To consider invitations for representation on outside bodies:
- i. Berwick-upon-Tweed Corporation (Freemen) Trustees – Councillors are reminded of Financial Regulation 5.9.
 - ii. Northumberland Association of Local Councils (NALC) – County Committee.
- 13. FORWARD PLAN**
- i. To receive an update on the Forward Plan. **G**
 - ii. Future Land Ownership. **H**
 - iii. Forward Planning and Agenda Setting. **I**
- 14. BUDGET AND ADMINISTRATION COMMITTEE**
- i. To adopt the minutes of the meetings of the Budget and Administration Committee held on 16 August 2017 and 11 September 2017. **J, K**
 - ii. To note the list of payments received by the Budget and Administration Committee at its meeting of 9 October 2017. **L**
 - iii. To note the draft minutes of the meeting of the Budget and Administration Committee held on 9 October 2017. **M**
- Council is invited to decide whether it accepts the recommendations in draft minutes BA051/17 (a) and BA052/17 (b):
- a. It was **RESOLVED**, on the motion of Cllr Gibson, seconded by Cllr Forbes, to recommend to council the option of purchasing a new photocopier / MFD with an extended warranty or guarantee, and consumables to be purchased on the open market.
 - b. It was **RESOLVED** on the motion of Cllr Gibson, seconded by Cllr Bruce, to recommend to council that the quote be accepted, and that authority be delegated to the Town Clerk to purchase the system in question.
- 15. LOCAL SERVICES COMMITTEE**
- To adopt the minutes of the meeting of the Local Services Committee held on 24 July 2017. **N**
- 16. PEOPLE AND COMMUNITIES COMMITTEE**
- i. To adopt the minutes of the meeting of the People and Communities Committee held on 5 September 2017 (Minute PC019/17 noted at **O**

the meeting of 18 September 2017).

- ii. To note the draft minutes of the meeting of the People and Communities Committee held on 2 October 2017.

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Council is invited to decide whether it accepts the recommendations in draft minute PC026/17:

- a. That as regards engagement with hard to reach communities, council should work via residents groups and user groups where they exist,
- b. That, where sufficient data is not already held by partner organizations such as Northumberland County Council, it consider using targeted research intended to identify whether we need to do more to fulfill our duties under the Equalities Act, and
- c. That Council delegate to the Town Clerk authority to commission such research provided it does not cost more than £1000, to be allocated from existing underspends or general reserves.

17. PLANNING COMMITTEE

To adopt the minutes of the meetings of the Planning Committee held on 29 August 2017 and 12 September 2017.

Q, R

18. DATE OF NEXT MEETING

The next meeting of the Council will be held on Monday, 20 November 2017 at 6 pm in the Town Hall.

The Council may be recommended to pass a resolution under the Public Bodies (Admission to Meetings) Act 1960 to exclude the media and public from the discussion of the following business on the basis that public discussion may prejudice the Council's position and/or staffing issues may be discussed.

19. BERWICK YOUTH PROJECT

Possible loan to Berwick Youth Project.

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20. FUTURE LOCAL SERVICES ARRANGEMENTS

To consider the report.

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