

## BERWICK-UPON-TWEED TOWN COUNCIL

To: **ALL MEMBERS OF THE COUNCIL**

You are hereby requested to attend a meeting of **BERWICK-UPON-TWEED TOWN COUNCIL** to be held in the Council Chamber, The Town Hall, Marygate, Berwick-upon-Tweed, on **MONDAY 19 DECEMBER 2016 AT 6 PM**

**The Agenda for the meeting is set out below.**



**Interim Town Clerk**

**12 December 2016**

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### OPEN SESSION

The Chairman to invite members of the public present to put questions to, or draw relevant matters to the attention of, the Council, prior to commencement of business. This is for a period of 15 minutes overall and is limited to 3 minutes per person.

### A G E N D A

**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 28 November 2016.

**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. COUNTY COUNCILLOR REPORTS**

To receive any reports from County Councillors.

**7. NOTIFICATION OF PAYMENTS MADE BY BERWICK-UPON-TWEED TOWN COUNCIL**

To note payments made on behalf of the Town Council (**Appendix A**).

**8. BUDGET**

Approval of budget (**Appendix B**).

**9. MEDIUM TERM FINANCIAL PLAN**

Approval of Medium Term Financial Plan (**Appendix C**).

Revision in 2017 to take account of tax base.

**10. ACCOUNTING SOFTWARE**

To approve the use of new accounting software (**Appendix D**).

**11. CCTV EXTENSION**

To consider extension of the CCTV system (**Appendix E**)

**12. HERITAGE LAMP STANDS**

To consider the Town Councils request for Heritage Lamp Stands (**Appendix F**).

**13. PLAY AREA MAINTENANCE**

To consider play area maintenance (**Appendix G**).

**14. PARK IMPROVEMENTS**

To receive a verbal update on park improvements.

**15. FREEDOM OF INFORMATION**

To consider Freedom of Information requests (**Appendix H**).

**16. DOCUMENT RETENTION POLICY AND PROCEDURE**

Document retention policy and procedure note (**Appendix I**).

**17. OFFICE ACCOMMODATION UPDATE**

To receive an update on office accommodation (**Appendix J**).

**18. LONE WORKER POLICY**

To consider a lone worker policy (**Appendix K**).

**19. RAIL ACTION GROUP, EAST OF SCOTLAND (RAGES) AND EDINBURGH AND SOUTH EAST REGIONAL CITY DEAL**

To consider the resolutions and within the report regarding Rail Action Group, East of Scotland (RAGES) and Edinburgh and South East Regional City Deal (**Appendix L**).

**20. OFFICE ARRANGEMENTS OVER CHRISTMAS**

To confirm office arrangements over Christmas.

**21. FORWARD PLAN**

To receive an update on the Forward Plan (**Appendix M**).

**22. NEIGHBOURHOOD PLAN STEERING GROUP**

To adopt the minutes of the meeting of the Neighbourhood Plan Steering Group held on 28 October 2016 (**Appendix N**).

**23. DATE OF NEXT MEETING**

The next meeting of the Council will be held on Monday, 9 January 2016 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.**

**24. LION ALLOTMENTS**

To receive an update on Lion Allotments (**Appendix O**).

**25. TISSUM PROJECT PROPOSAL**

To consider whether the Town Council wishes to be used as a pilot (**Appendix P**).

**26. STAFFING COMMITTEE**

To adopt the minutes of the meeting of the Staffing Committee held on 8 August 2016 (**Appendix Q**).