

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, 20 JANUARY 2014 AT 6 PM**

The Agenda for the meeting is set out below.

Suea V. Hill

Town Clerk

13 January 2014

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 Meetings held on 25 November 2013 and 2 December 2013.

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. NEIGHBOURHOOD PLANNING

A presentation by David English, Northumberland County Council

7. NORTHUMBERLAND COUNTY COUNCIL WORKING WITH TOWN AND PARISH COUNCILS

To consider the letter received from Barry Rowland and agree a response (**Appendix A**)

8. REPORTS FROM WARD MEMBERS

To consider a proposal by Councillor P Elliott that members should provide a report to Council meetings about issues within their wards and how these are being addressed.

9. STANDING ORDERS

(i) To consider a resolution proposed by Councillor G Hill (**Appendix B**), for inclusion in Standing Orders.

(ii) To consider the proposal made at the meeting on 25 November that the following be incorporated into Standing Orders:

Where matters require urgent attention outside the meeting schedule, to delegate authority to make decisions to the Clerk in consultation with two of: the Town Mayor, Deputy Town Mayor and the Chairman of one Standing Committee. Any such decision should be reported to the next meeting of Council or relevant Committee.

(iii) To consider adopting the terms of reference for the Staffing Sub-Committee (agreed by the Staffing Committee on 13 November 2013) as:

i. To consider grievance or disciplinary matters in accordance with the Council's grievance or disciplinary policies.

ii. To manage, supervise and appraise the Clerk, administer leave requests, record and monitor absences from work.

iii. To consider any appeal by the Clerk against a decision on pay.

(iv) To consider whether the Council's Standing Orders should confirm that the public has no advance notification or right to attend a meeting of the Staffing Sub-Committee, whose decisions, under responsibilities delegated by the Staffing Committee, will always concern individual staff members, disclosure of

which would breach the obligations of the Council under the Data Protection Act 1988.

NOTE: In accordance with Standing Order 79, a resolution permanently to add, vary or revoke a Standing Order shall when proposed and seconded stand adjourned without discussion to the next ordinary meeting of Council.

10. COUNTY COUNCILLOR REPORTS

To receive reports from County Councillors I Hunter, G Jones and J Smith on what is happening in their divisions and within the County as a whole.

11. PARISH LIAISON WORKING GROUP

To note the report from the Group by Councillor I Hunter (**Appendix C**)

12. PLANNING COMMITTEE

To adopt the minutes of the meeting of the Planning Committee held on 22 October 2013 (**Appendix D**) and 26 November 2013 (**Appendix E**).

13. ENVIRONMENT AND REGENERATION COMMITTEE

To adopt the minutes of the meeting of the Environment and Regeneration Committee held on 11 November 2013 (**Appendix F**).

14. FINANCE AND RESOURCES COMMITTEE

To adopt the minutes of the meetings of the Finance and Resources Committee held on 18 November 2013 (**Appendix G**) and 16 December 2013 (**Appendix H**).

15. REPRESENTATION ON OUTSIDE BODIES

To consider invitations for representation on outside bodies, to include the Northumberland Town and Parish Council Charter Review Group; and a HELM (Heritage Environment Local Management) Champion.

16. CALENDAR OF DATES FOR 2014-15

To agree the calendar of dates for meetings in 2014-15 (**Appendix I**).

17. DATE OF NEXT MEETING

The next meeting of the Council will be held on Monday 24 March 2014 at 6 pm in the Town Hall.