

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 **TUESDAY 20 JUNE 2017 AT 6 PM**

The Agenda for the meeting is set out below.



Town Clerk

13 June 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 understanding 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.

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 15 May 2017.

3. CO-OPTION OF MEMBERS

To co-opt 2 Members to the vacant seats at Upper Spittal Ward (**Appendix A**).

4. 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.

5. 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.

6. NEIGHBOURHOOD PLAN

To receive an update on the Neighbourhood Plan.

7. TOWN MAYOR'S ANNOUNCEMENTS

To receive announcements from the Town Mayor.

8. CORRESPONDENCE

To note the Correspondence Log.

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

To note payments made on behalf of the Town Council (**Appendix B** to follow).

10. FUTURE RAIL PROVISION IN NORTH NORTHUMBERLAND

To consider the report on future rail provision in North Northumberland (**Appendix C**).

11. MEMENTOES / WORK OF ART

To agree preferred options for mementoes / work of art (**Appendix D**).

12. OBSOLETE EQUIPMENT

To consider the report for the disposal of items of obsolete equipment (**Appendix E**).

13. APPROVAL OF ACCOUNTS

- a) To note the acceptance by the Budget and Administration Committee at draft Minute BA018/17 of the Internal Audit Report.
- b) To approve the accounting statements for 2016-2017 and to authorise the Responsible Financial Officer to sign section 2 of the annual return (**Appendix F**).
- c) To receive and approve the assets register as a true record of the councils assets (**Appendix G**).

14. ANNUAL RETURN

To consider the annual governance statement for 2016-2017 and to authorise the Chair to sign the annual return (**Appendix H**).

15. TOWN COUNCIL COMMITTEES

To consider the spaces available for councillors who wish to serve on the Budget and Administration Committee (4 spaces) or Planning Committee (2 spaces).

16. LOCAL AREA COUNCILS

To consider the report (**Appendix I**).

17. HOEY AINSCOUGH

To consider the report (**Appendix J**).

18. APPLICATION FOR FINANCIAL ASSISTANCE

To consider an application for financial assistance from the Royal British Legion (North Northumberland Branch) for National Armed Forces Day for an amount not exceeding £250 (**Appendix K**).

19. REPRESENTATION ON OUTSIDE BODIES

To consider invitations for representation on outside bodies.

- a) Berwick Fair Trade – to nominate a council representative.
- b) Coastal Communities Team – council is invited to defer this proposal to its next meeting when a presentation will be received from the Coastal Communities Team.

20. FORWARD PLAN

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

21. BUDGET AND ADMINISTRATION COMMITTEE

- i. To adopt the minutes of the meeting of the Budget and Administration Committee held on 15 May 2017 (**Appendix M**),
- ii. To note the draft minutes of the meeting of the Budget and Administration Committee

- held on 12 June 2017 (**Appendix N**), and
- iii. Council is invited to consider the following recommendation detailed in draft minute BA015/17
- a) that a virement of £3300 be made from operational reserves to the Administration: Staffing cost centre for training and subscriptions, and
 - b) the Town Clerk be given authority to allocate funding from within this budget to the purposes described in paragraphs 1-7 of the report,
 - c) and that the Town Clerk consult with the Committee Chair before entering into any commitments except those specified in the report.

22. PLANNING COMMITTEE

To adopt the minutes of the meetings of the Planning Committee held on 18 April 2017 (**Appendix O**) and 15 May 2017 (**Appendix P**).

23. DATE OF NEXT MEETING

The next meeting of the Council will be held on Monday, 17 July 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.

24. PAYMENTS FOR ADDITIONAL WORK

To consider the report (**Appendix Q**).