

BERWICK-UPON-TWEED TOWN COUNCIL

To: **ALL MEMBERS OF THE COUNCIL**

You are hereby requested, by the Chairman, to attend an Extraordinary Meeting of **BERWICK-UPON-TWEED TOWN COUNCIL** to be held in The Town Hall, Marygate, Berwick-upon-Tweed, on **WEDNESDAY 22 APRIL 2015 AT 6.00 PM**

The Agenda for the meeting is set out below.



Town Mayor

15 April 2015

A G E N D A

1. APOLOGIES FOR ABSENCE

To receive apologies for absence.

2. 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.

3. 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.

4. STATEMENTS BY THE PUBLIC

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.

5. APPROVAL AND MODIFICATIONS TO THE FINANCIAL REGULATIONS

- i. To clarify the paragraph numbering of the Financial Regulations adopted at the Council meeting of Monday, 23 March 2015.

- ii. To clarify amendments to the Financial Regulations adopted at the Council meeting of Monday, 23 March 2015.

6. FREQUENCY OF MEETINGS

To consider the frequency of meetings to reflect the requirements of the Financial Regulations adopted at the Council meeting of Monday, 23 March 2015 (**Appendix A**).

7. AUTHORISATION OF PAYMENTS AND ORDERS

To authorise payments on behalf of the Town Council (**Appendix B**).

8. APPROVAL OF PLANNED EXPENDITURE

To authorise the ordering of goods and services on behalf of the Town Council (none planned as at 15/04/15).

9. SPITTAL SPLASH PARK

To approve expenditure on SLA agreement for Spittal Splash Park for the 2015-16 financial year, estimated cost £7000.

10. SPITTAL PLAY AREA

To approve expenditure on SLA agreement for Spittal Play Area for the 2015-16 financial year, estimated cost £500.

11. PLAY AREA INSURANCE

To agree to extend Berwick-upon-Tweed Town Council's public liability insurance to cover the play areas coming under their control.

12. PROTOCOL FOR MEETINGS

To consider the following protocol for adoption;

Berwick-upon-Tweed Town Council is fully committed to transparency in its decision making processes and will take all reasonable steps to ensure that Councillors are fully informed when making decisions and, in line with legislation and best practice will ensure that;

1) All agendas, accompanying papers and appendices are published on the Council website a minimum of 3 clear days before meetings unless they can legitimately be classified as confidential.

2) All agendas, accompanying papers and appendices are distributed to Councillors a minimum of 3 clear days before meetings.

3) Payment lists presented for approval must contain an itemised breakdown of each transaction and indicate where authorisation is being sought retrospectively.

13. DATE OF NEXT MEETING

The next ordinary meeting of the Council to be held on 11 May 2015.