

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 24 OCTOBER 2016 AT 6 PM**

The Agenda for the meeting is set out below.

Stojens

Assistant to the Clerk

17 October 2016

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. CITIZENS ADVICE BUREAU

To receive an update from Moira Macfarlane, Chief Executive of Citizens Advice Northumberland (**Appendix A**).

2. APOLOGIES FOR ABSENCE

To receive apologies for absence.

3. MINUTES

To sign as a correct record the minutes of the Berwick-upon-Tweed Town Council meeting held on 10 October 2016.

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. TOWN MAYOR'S ANNOUNCEMENTS

To receive announcements from the Town Mayor.

7. COUNTY COUNCILLOR REPORTS

To receive any reports from County Councillors.

8. QUARTERLY REVIEW AND RESERVES FIGURES

Quarterly Review and reserves figures (**Appendix B**).

9. BUDGET AND MEDIUM TERM FINANCIAL PLAN

To receive a report laying out the budget process (**Appendix C**).

10. FORWARD PLAN

To receive a report proposing agenda management process (**Appendix D**).

11. EXTERNAL AUDIT

To approve the External Audit (**Appendix E**).

12. TENDERING RULES

To consider a report on the tendering rules (**Appendix F**).

13. BERWICK STATION TRAVEL PLAN PARTNERSHIP AGREEMENT

To nominate a Councillor to attend meetings (**Appendix G**).

14. REMEMBRANCE DAY

To receive an update on Remembrance Day in Berwick-upon-Tweed (**Appendix H**).

15. DATE OF NEXT MEETING

The next meeting of the Council will be held on Monday, 7 November 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.

16. VISIT BERWICK LEAFLET 2017

To approve a quote for the Visit Berwick Leaflet 2017 (**Appendix I**).

17. BERWICK LOCAL SERVICES OFFICERS

To consider a report on the future of the Berwick Local Services Officers (**Appendix J**).

18. DEBTORS POLICY

To consider a report on a debtors policy (**Appendix K**).

19. WESTFIELD PLAY PARK

To receive a verbal update.

20. LION ALLOTMENTS

To consider a report on the Lion Allotments (**Appendix L**).