

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 29 JUNE 2015 AT 6 PM**

The Agenda for the meeting is set out below.

Slogens

Assistant to the Clerk

22 June 2015

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 11 May 2015.

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. 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.

6. TOWN MAYOR'S ANNOUNCEMENTS

To receive announcements from the Town Mayor.

7. PUBLIC QUESTIONS

To consider whether public questions should only be for the appropriate committees and to also consider whether public questions should be made prior to the start of all meetings.

8. NORTHUMBRIAN CITIZENS ADVICE BUREAU

To consider the letter from Moira Macfarlane, Chief Executive of Northumbrian Citizens Advice Bureau (**Appendix A**).

9. GOLF CLUB ROAD BERWICK UPON TWEED

To consider a Council view of, and response to, the consultation on Golf Club Road, Berwick-upon-Tweed (**Appendix B**).

10. APPROVAL OF SPITTAL IMPROVEMENT TRUST GRANT

To approve the grant of £4k to Spittal Improvement Trust (agreed at the Finance and Resources meeting of 27 April 2015, Minute No. **F099/14**).

11. APPROVAL OF ACCOUNTING STATEMENTS FOR THE YEAR ENDING 31 MARCH 2015

(a) To note the report of the Internal Auditors and that no actions are required as a result.

(b) In accordance with Accounts and Audit Regulations, to approve the accounting statement and annual governance statement for the year ending 31 March 2015 (**Appendix C**).

12. PORTAS MANAGEMENT GROUP

- i. To appoint 2 Councillors to the Portas Management Group
- ii. To agree the circulation of Portas Management Group minutes to all Councillors.

13. PLAY AREAS

Transfer of all play areas to Berwick-upon-Tweed Town Council.

14. NORTHUMBERLAND HOLIDAY AND SHORT BREAKS GUIDE

To consider costs pertaining to 'Northumberland Holiday And Short Breaks Guide 2016' and also 'Days Out Leaflet', total cost £4,170 (Holiday Guide: 2 full pages at £3,000 and Days Out Leaflet £1,170) excluding VAT.

15. AUTHORISATION OF PAYMENTS AND ORDERS

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

16. PLANNING COMMITTEE

To adopt the minutes of the meeting of the Planning Committee held on 28 April 2015 (**Appendix E**).

17. EVENTS COMMITTEE

To adopt the minutes of the meeting of the Events Committee held on 2 June 2014 (**Appendix F**).

18. ENVIRONMENT AND REGENERATION COMMITTEE

To adopt the minutes of the meeting of the Environment and Regeneration Committee held on 9 March 2015 (**Appendix G**).

19. FINANCE AND RESOURCES COMMITTEE

To adopt the minutes of the meetings of the Finance and Resources Committee held on 27 April 2015 (**Appendix H**) and 20 May 2015 (**Appendix I**).

20. REPRESENTATION ON STANDING COMMITTEE AND OUTSIDE BODIES

a. To consider representation on Standing Committees:

- i. Environment and Regeneration
- ii. Events
- iii. Finance and Resources
- iv. Planning
- v. Staffing

b. To consider invitations for representation on outside bodies, to include:

- i. Berwick-upon-Tweed Corporation (Freemen) Trustees (2 vacancies from November)
- ii. Berwick Fair Trade
- iii. Berwick Youth Project
- iv. Cittaslow Working Group
- v. Conservation Area Advisory Group
- vi. HELM (Heritage Environment Local Management) Champion
- vii. Gateway Group
- viii. Sure Start Children's Board.
- ix. Parks Steering Group

21. DATE OF NEXT MEETING

The next meeting of the Council will be held on Monday, 27 July 2015 at 6 pm in the Town Hall.

Private Session

A Formal Resolution is required to exclude the press and public during the discussion of the following agenda items, which include issues of a personal and confidential nature.

22. STAFFING COMMITTEE

To adopt the minutes of the meetings of the Staffing Committee held on 3 November 2014 (**Appendix J**) and 25 March 2015 (**Appendix K**).

23. HALBERDIER

To consider the halberdier's hourly rate, uniform (approximately £600) and top hat.

24. SETTLEMENT AGREEMENT

To consider any outstanding issues (**Appendix L**).