

**Summons to a meeting of  
Council  
on  
Monday, 20 November 2017  
At 6.00 pm  
in the Council Chamber, Town, Hall, Marygate,  
Berwick upon Tweed**

**The Agenda for the meeting is set out on the following page.**



**Town Clerk**

**14 November 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.

To receive a presentation from Anna Chouler of Great British Beach Clean.

## 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.

## AGENDA

ITEM NO.	TITLE AND DESCRIPTION OF ITEM	APPS
1.	<b>APOLOGIES FOR ABSENCE</b> To receive apologies for absence.	
2.	<b>MINUTES</b> To sign as a correct record the minutes of the Berwick-upon-Tweed Town Council meeting held on 17 October 2017.	Minutes
3.	<b>DISCLOSURE OF INTERESTS</b> 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.	<b>REQUEST FOR DISPENSATION</b> (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.	<b>TOWN MAYOR'S ANNOUNCEMENTS</b> To receive announcements from the Town Mayor.	
6.	<b>CORRESPONDENCE</b> i. To note the Correspondence Log. ii. Big Conservation Conversation: Where are the outstanding conservation areas.	A
7.	<b>NEIGHBOURHOOD PLAN</b> To consider the report.	B
8.	<b>TWINNING REQUEST</b> To consider the twinning request.	C

9. **BUDGET 2018-19**  
To consider the report. **D**
10. **FORWARD PLAN**  
To receive an update on the Forward Plan. **E**
11. **BUDGET AND ADMINISTRATION COMMITTEE**
- i. To adopt the minutes of the meeting of the Budget and Administration Committee held on 9 October 2017 (noted at the meeting of 17 October 2017). **F**
  - ii. To note the list of payments received by the Budget and Administration Committee at its meeting of 13 November 2017. **G**
  - iii. To note the draft minutes of the meeting of the Budget and Administration Committee held on 13 November 2017. **H**
12. **LOCAL SERVICES COMMITTEE**
- i. To adopt the minutes of the meeting of the Local Services Committee held on 25 September 2017. **I**
  - ii. To note the draft minutes of the meeting of the Local Services Committee held on 23 October 2017. **J**
- Council is invited to decide whether it accepts the recommendations in draft minute LS038/17:
- a. Cllr Stephenson provided an update on the volunteer beach clean and a discussion took place on the wider issue of volunteer involvement in litter prevention and clear ups.  
It was **RESOLVED**, without dissent, to invite a representative of the charity involved in beach clean-ups to attend council and to recommend to council that funding be provided for volunteer litter picking, for notice boards for the anti-litter groups and consumable materials such as bags and gloves.
13. **PEOPLE AND COMMUNITIES COMMITTEE**
- i. To adopt the minutes of the meeting of the People and Communities Committee held on 2 October 2017 (noted at the meeting of 17 October 2017). **K**
  - ii. To note the draft minutes of the meeting of the People and Communities Committee held on 6 November 2017. **L**
14. **DATE OF NEXT MEETING**  
The next meeting of the Council will be held on Monday, 18 December 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.**

**15. STAFFING REVIEW**

To consider the report.

**M**

# DRAFT MINUTES

## BERWICK-UPON-TWEED TOWN COUNCIL

**Minutes of a Meeting of the Town Council held on Tuesday 17 October 2017 at 6.00 pm  
at The Town Hall, Marygate, Berwick-upon-Tweed**

Councillors:	G Roughead (Town Mayor)	A Gibson
	H Bettison	K Graham
	R Bruce	C Lewis
	I Dixon	B Parkin
	B Douglas	G Smith
	A Forbes	L Stephenson
	T Forrester	G Thomson

### **IN ATTENDANCE:**

Mr Gareth Davies, Town Clerk

Steve Cozens, Assistant to the Clerk

Joyce Benton, Sergeant-at-Mace

4 representatives from Northumberland County Council

5 members of the public, 1 member of the press.

### **OPEN SESSION**

A resident asked a question concerning the future of tourism in Berwick, to which the Town Clerk provided a response.

#### **C0107/17 1. APOLOGIES FOR ABSENCE**

Apologies for absence were received on behalf of: Cllrs A Bowlas and H Nichols. Cllr H Bettison had apologised for her likely lateness.

#### **C108/17 2. MINUTES**

The minutes of the Berwick-upon-Tweed Town Council meeting held on 18 September 2017 were agreed and signed as a correct record.

- C109/17**      **3. DISCLOSURE OF INTERESTS**  
There were no disclosures of interests.
- C110/17**      **4. REQUEST FOR DISPENSATION**  
There were no requests for dispensation.
- C111/17**      **5. TOWN MAYOR'S ANNOUNCEMENTS**  
The Mayor advised council that the Sheriff had attended National Sheriffs Weekend, and would like to provide feedback at a future council meeting. The Mayor also reported on the good feedback received as a result of the filming of Outlaw King in Berwick.
- C112/17**      **6. CORRESPONDENCE**
- i.    Members **RESOLVED** without division to note the correspondence log.
  - ii.   Members **RESOLVED** to note the correspondence received from Northumberland County Council concerning obstructions on the highway.
- C113/17**      **7. BUS INFORMATION**  
Members **RESOLVED** to note the consultation paper from Northumberland County Council.
- C114/17**      **8. RECEIPT OF AUDIT REPORT**  
It was **RESOLVED**, on the motion of Cllr Forbes, seconded by Cllr Graham, to note the successful completion of the audit process.
- C115/17**      **9. BERWICK STADIUM TRUST**  
It was **RESOLVED**, on the motion of Cllr Graham, seconded by Cllr Forbes that a one off payment of up to £5000 should be offered to the Trust to fund development work on its proposals, provided the Trust finds a further funder to complete the funding of this work.
- C116/17**      **10. COMMUNICATIONS PLAN**  
It was unanimously **RESOLVED** to note the proposed communications plan.
- C117/17**      **11. REMEMBRANCE DAY**
- i.    It was **RESOLVED** to note the report.
  - ii.   It was **RESOLVED** to note the update from the Sergeant at Mace.
- C118/17**      **12. REPRESENTATION ON OUTSIDE BODIES**
- i.    Six councillors were nominated from the floor to fill five vacancies. It was **RESOLVED** on the motion of Cllr Dixon, seconded by the Mayor, to nominate Cllrs H Bettison, I Dixon, and G Roughead to continue to represent the council as Trustees of the Berwick Freemen. A ballot was

then held, in which Cllrs K Graham and A Forbes were elected to fill the remaining vacancies.

- ii. It was **RESOLVED** to nominate Cllr G Roughead to represent the council on Northumberland Association of Local Councils (NALC) – County Committee.

**C119/17**      **13. FORWARD PLAN**

- i. It was **RESOLVED** to note the Forward Plan.
- ii. Future Land Ownership – It was **RESOLVED** to note the report of the Town Clerk concerning the report requested.
- iii. Forward Planning and Agenda Setting – The recommendation in the report having been moved by the Mayor, and seconded by Cllr Dixon, the resolution fell by 7 votes to 4.

**C120/17**      **14. BUDGET AND ADMINISTRATION COMMITTEE**

- i. It was **RESOLVED** to adopt the minutes of the meetings of the Budget and Administration Committee held on 16 August 2017 and 11 September 2017.
- ii. It was **RESOLVED** to note the list of payments received by the Budget and Administration Committee at its meeting of 9 October 2017.
- iii. It was **RESOLVED** to note the draft minutes of the meeting of the Budget and Administration Committee held on 9 October 2017. Council **RESOLVED** to approve the following recommendations detailed in draft minutes BA051/17 (a) and BA052/17 (b):
  - a. It was **RESOLVED**, on the motion of Cllr Gibson, seconded by Cllr Forbes, to recommend to council the option of purchasing a new photocopier / MFD with an extended warranty or guarantee, and consumables to be purchased on the open market.
  - b. It was **RESOLVED** on the motion of Cllr Gibson, seconded by Cllr Bruce, to recommend to council that the quote be accepted, and that authority be delegated to the Town Clerk to purchase the system in question.

**C121/17**      **15. LOCAL SERVICES COMMITTEE**

It was **RESOLVED** to adopt the minutes of the meeting of the Local Services Committee held on 24 July 2017.

**C122/17**      **16. PEOPLE AND COMMUNITIES COMMITTEE**

- i. It was **RESOLVED** to adopt the minutes of the meeting of the People

and Communities Committee held on 5 September 2017.

- ii. It was **RESOLVED** to note the draft minutes of the meeting of the People and Communities Committee held on 2 October 2017.

Council **RESOLVED** to approve the following recommendations detailed in draft minute PC026/17:

- a. That as regards engagement with hard to reach communities, council should work via residents groups and user groups where they exist, and
- b. That, where sufficient data is not already held by partner organizations such as Northumberland County Council, it consider using targeted research intended to identify whether we need to do more to fulfill our duties under the Equalities Act, and
- c. That Council delegate to the Town Clerk authority to commission such research provided it does not cost more than £1000, to be allocated from existing underspends or general reserves.

**C123/17 17. PLANNING COMMITTEE**

It was **RESOLVED** to adopt the minutes of the meetings of the Planning Committee held on 29 August 2017 and 12 September 2017.

Cllr H Bettison entered the meeting.

**C124/17 18. DATE OF NEXT MEETING**

The next meeting of the Council will be held on Monday, 20 November 2017 at 6 pm.

**Council RESOLVED that under the Public Bodies (Admission to Meetings) Act 1960 it was appropriate to exclude the media and public from the discussion of the following business on the basis that public discussion might prejudice the Council's position and staffing issues might be discussed.**

At this point the Public withdrew, with the exception of the officers of Northumberland County Council who were present to make a presentation to council.

**C125/17 20. FUTURE LOCAL SERVICES ARRANGEMENTS**

It was **RESOLVED** to suspend standing orders sufficiently to allow a previous decision to be re-considered within six months.



It was **RESOLVED**, on the motion of Cllr Gibson, seconded by Cllr Forrester, to vire sufficient funds from underspends or reserves to allow the employment of the existing seasonal worker to be extended to 31st December 2017 in order to enable planned maintenance of street furniture to be undertaken.

It was further **RESOLVED** to hold a workshop style meeting to enable NCC officers to understand better the requirements of the council in preparation for their bidding for a revised Service Level Agreement for 2018-19.

**C126/17**

**19. BERWICK YOUTH PROJECT**

It was **RESOLVED** without dispute to agree to offer financial support as specified in the report to enable the development of a community facility.

### **Big Conservation Conversation: Where are the outstanding conservation areas?**

Dear Town Clerk

There are now 512 conservation areas at risk, facing common problems such as unsuitable replacement windows, doors and extensions, poorly maintained streets and neglected green spaces. But is this number accurate?

Civic societies, community groups and conservation officers have been in touch with Civic Voice querying this number saying that they believe the number to be higher.

We are hearing that local authorities have been reluctant to highlight conservation areas "At Risk", for reasons, including:

- It would reflect badly on the Council, in appearing as if it has failed in its duties to protect and enhance the area
- With a lack of resources such as the loss of conservation officers, they have no way to turn around a deteriorating conservation area.

I have sympathies for local authorities on both points, but it has got me thinking... If we know the 512 "at risk" areas, should we not also be identifying the 512 most outstanding conservation areas.

This is not a new idea.

Did you know in the 1970s the Government started identifying "outstanding conservation areas". If you know anything about this initiative, do tell the Civic Voice team. If you think you have the "best conservation area", tell Civic Voice, I am sure they would like to see the examples to celebrate good practice across the civic movement.

I am pleased that Civic Voice is trying to revert the changes and to celebrate the impact of Conservation Areas. A key step towards effective long term management of conservation areas is appropriate resource. That requires national campaigning.

We need your help.

Will you, Wendy and Berwick Town Council donate £50 to help fund a Parliamentary event for Civic Voice so that we can discuss the long term future of conservation areas. Will you donate to help us make the case to MPs for appropriate investment into conservation areas?

We need to raise £5000 to help us publish a report on the impact of loss of conservation officers. Will you help us?

- £250 will allow us to meet 5 MPs
- £1000 will allow us to organise an All Party Parliamentary Group for Civic Societies event to discuss the future of conservation areas

- £5000 will help fund a publication explaining the impact of funding cuts across the country.

Some people are saying the situation will never change. We disagree. With your support today, Civic Voice can become the national voice for conservation areas to make sure as a country we continue to say "My Conservation Area Matters".

Thank you

Laura Sandys,  
Civic Voice Vice-president

Council

Report of the Town Clerk

Neighbourhood Plan

Background

1. Council is committed to developing a Neighbourhood Plan for Berwick upon Tweed, and has been supported in this by government funding and support in kind from Northumberland County Council.
2. As councillors may be aware, the Neighbourhood Plan process is being guided by a Steering Group chaired by Mr Eric Goodyer.
3. Mr Goodyer will not be able to perform those duties from 1st December 2017. It would be churlish not to note at this time that Mr Goodyer has volunteered a considerable amount of time and energy to this process, and has been a significant contributor to the plan's progress to this point.
4. The Neighbourhood Plan process is, at this point, moving into a new phase of the process. A Draft Policy Document is expected to be completed in December 2017, with the Steering Group finalizing the document, maps and supporting material in January 2018.
5. The documents will then be presented to council by the Steering Group, for council to approve them.
6. At this point the process will pause and become more of a project management task as the impact of the proposed plan on the environment and habitats is assessed, and the evidence base is appraised to check that it, and the policies it supports, are congruent.
7. Whilst council approval of the documents is required for further stages of the process, from this point forward the process is essentially procedural rather than consultative and deliberative. There are likely to be less meetings of the Steering Group required, and less decisions for the Steering Group to take. Nevertheless meetings have to be chaired but there is less of a requirement for the meeting chair to also project manage in the way Myr Goodyer has driven the process. It is therefore perfectly possible for

council, should it so desire, to appoint a member of the Steering Group as its chair, and an officer of the council to act as Project Manager with authority to take delegated decisions between meetings of council.

8. The process is likely to be completed either in the last quarter of 2018 or early 2019.

#### Recommendations

1. That council send a letter of thanks to Mr Goodyer for his work on the Neighbourhood Plan
2. That council invite the steering group to nominate one of their members to chair meetings, and
3. That council appoint the Town Clerk to act as Project manager for the Neighbourhood Plan from this point forward, and delegate to him the authority to take procedural decisions that are too urgent to be brought to council, whilst reserving to council the sole authority to approve or reject documents, evidence or policy proposals.

### Twinning Request

Bonjour!

I am writing to you from the International Relations and Twinning department within the Town Hall of La Garenne-Colombes, which is located approximately 2 miles west of Paris.

Our town is looking for twinning opportunities with an English city.

Since 30 years we have worked successfully in partnership with the city of Wangen which is in the south of Germany (regular youth and sport association exchanges) and would like to have in place something similar with an English town.

I read that you don't have a French town twinning yet. Do you think that Berwick could be interested in a twinning with the city « La Garenne Colombes » ?

You can find enclosed a short presentation of our city.

Please do not hesitate to contact me for any further questions. I look forward to hearing from you.

Best regards

Verena STEHR  
Chargée des relations internationales  
Ville de La Garenne-Colombes

## A brief Introduction to Garenne-Colombes

Garenne Colombes is located in the Haut de Seine département (county) very close to Paris (approximately 2 miles) and right next to la Defense where one of the major finance and business sectors in Europe is situated.

This town has two strong features: Firstly its attractive provincial atmosphere and secondly its close proximity to Paris with excellent transport links via tram, train and bus to the capital city.

Garenne is lively and active, its population has grown by 10% in the last ten years and currently there exists more than 28000 inhabitants.

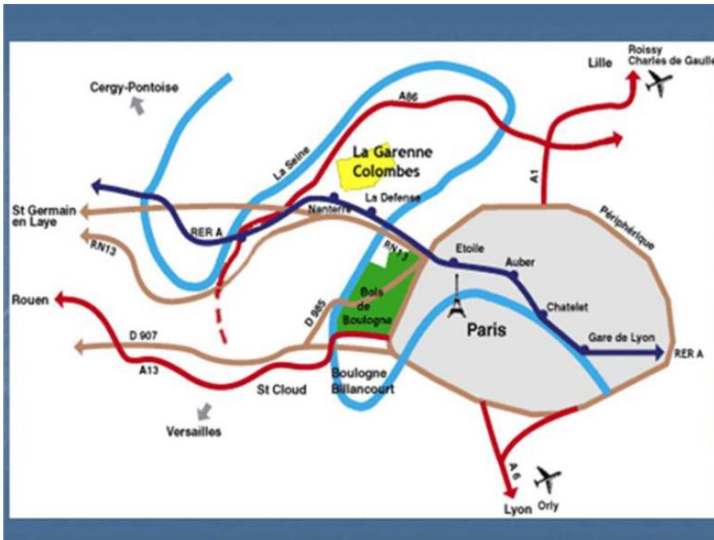


Its vibrancy can also be defined by its strong community based initiatives: Our town has over 300

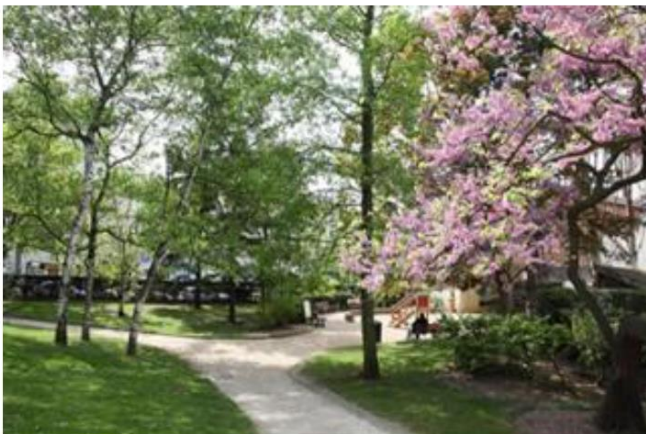
clubs and associations and one out of three locals is actively involved in a sporting or leisure activity.

There exists a municipal service in our town twinning. There is an established international relations and twinning service within the youth culture and sports department.

This service develops and promotes the twinning and insures long term development and transparency of the exchanges between the different towns.



We have a twinning comity of which some of our members are recruited from within the town hall and others from the general population, chosen for their background and experience and also for their linguistic capabilities.



## La Garenne-Colombes in figures :

28 636 inhabitants

1585 businesses

### Education

4 pre-schools

5 primary schools

2 secondary schools

1 professional college

3 private schools

### Sport :

3 municipal centers (with swimming pool, skate park, tennis) and 1 private center

### Culture :

1 theatre, 1 library with an auditorium and an exhibition hall , 1 music conservatory,

1 museum of modern art

Website of La Garenne-Colombes : <https://www.lagarennecolombes.fr/>





### Council

### Report of the Responsible Financial Officer

### Budget Proposals

#### Background.

1. Members will note that we are following the same process as in 2016-17; budget proposals are produced for consideration at this meeting, before the precept requirement for council tax purposes is approved at the next meeting in December.
2. This process allows time for NCC to give us a clear indication of the likely tax base, and other supporting information.
3. As in 2016-17 this budget has been prepared, on the advice of the External Auditor, on the basis that the budget should include all the council's income, including monies received from the Freemen of Berwick, and that the council's budget and Medium Term Financial Plan should include an estimate for the income from the Freemen calculated on the basis of the recent trend for receipts.
4. As in 2016-17 Members are asked to waive Financial Regulation 3.6, which requires the preparation of a completed set of budget proposals by 30th October each year. Simply, the timescales involved in monitoring regulatory announcements, the outturn from the half year, and the indicative tax base, make it impossible to prepare a set of budget proposals by 30th October. The announcement by the Secretary of State of his intention not to implement capping this year, for instance, was only made on 30th October. Recommendation 1 below proposes a solution to this.
5. A paper will be forthcoming in January 2018 itemizing those items of cost, including replacement costs of assets, and non-annual costs, such as elections, which should be funded from reserves, and the levels of provision towards reserves that should be made for them.

#### Budget

1. The draft budget spreadsheet separately circulated with these papers (Appendix (i)) indicates a budget deficit; members are invited to bear in mind that council should not set a deficit budget due to recurring costs without identifying how the deficit will be addressed in subsequent years.
2. The overall budget envelope shows an increase in expenditure of £27,828. Overall changes in budget headings are explained below.
  - a. Staffing costs increase by £17,550 as a result of incremental drift, the higher than predicted cost of the Town Clerk's salary and increased pension costs

due to auto enrolment. This figure includes the monies set aside as a consequence of the Hoey Ainscough report for a staffing review, which will be discussed in confidential business at this meeting.

- b. Other administration costs increase by £4,883, principally because of election costs and increased insurance costs. Members are therefore invited to consider whether, given that election costs are a once in four year's item, it is legitimate this year to fund some of the precept increase from reserves.
  - c. Members are invited to note, within other administration costs, that both office costs and operational costs will deliver savings next year.
  - d. Council Projects shows an increase within the budget of £4000 as a result of the inclusion of the Investors and Tourism Conferences, and the fixing of the cost of the Hoppa Bus replacement service at £10,000.
3. Balancing the budget.
- a. Appendix (ii) provides indicative figures for the range of precept increases required to balance the budget; these run from 2% to 12%. As last year, members are reminded that, without the final tax base figure from NCC, we can only estimate the effect of these rises on typical Band D properties - a 12% rise, requiring no funding from reserves, would equal an increase of £8.91 per year, or approximately 17p per week.
  - b. Members are reminded that, for each subsequent year, if the increase is spread over more than one year, there will be new, and unique inflationary pressures, as well as incremental drift to be accommodated. Members need to be aware that the decision not to cap, or require local council precepts to be approved by referendum, is an annual decision and there is no guarantee that government, next year, will not impose a cap on local council precept increases.

## Recommendations

1. That financial regulations 3.6, 3.7 and 3.8 be deleted, and financial regulation 3.9 be amended to read 'The council shall consider a draft budget no later than 30th November, and no later than 24th December in the year prior to the financial year to which it relates:' before continuing with the bullet points in existing financial regulation 3.9
2. That council indicates its preference with regard to the precept increase, and the management of the deficit.

## Appendix D (i)

### 2018-19 PRELIMINARY DRAFT BUDGET

#### Budget Heading Summary

#### **BERWICK-UPON-TWEED TOWN COUNCIL** **Budget for 2016-17**

Budget Heading	2015-16	2016-17		2017-18	2018-19	Growth / savings
	Actual	Adopted Budget	Estimated Out-turn	Budget Proposal		
Staffing	£66,344	£82,158	£69,232	£126,672	£144,222	£17,550
Other Administration	£89,045	£29,664	£41,793	£39,477	£44,360	£4,883
Council Services	£34,707	£69,119	£72,702	£81,260	£80,805	-£455
Parks & Play Areas	£9,730	£177,389	£174,757	£34,950	£35,050	£100
Promotions	£17,340	£24,800	£27,985	£26,900	£27,900	£1,000
Grants	£39,183	£12,700	£12,333	£34,700	£34,700	£0
Council Projects	£8,222	£30,000	£24,466	£8,000	£12,000	£4,000
Civic Expenditure	£14,127	£8,800	£8,066	£9,950	£10,700	£750
<b>Total Budget</b>	<b>£278,698</b>	<b>£434,630</b>	<b>£431,334</b>	<b>£361,909</b>	<b>£389,737</b>	<b>£27,828</b>

## Cost Code Summary

Cost Code	2015-16	2016-17		2017-18	2018-19
	Actual Expenditure	Adopted Budget	Estimated Out-turn	Budget Proposal	
Administration: Staffing	£66,344	£82,158	£69,232	£126,672	
Administration: Office Costs	£14,257	£10,704	£12,015	£17,817	
Administration: Operational Costs	£4,454	£2,600	£4,062	£5,660	
Administration: Councillor Costs	£819	£1,000	£682	£900	
Administration: Statutory Costs	£18,282	£13,460	£13,402	£11,200	
Administration: Miscellaneous Costs	£1,766	£1,900	£2,130	£3,900	
Council Services: Public Space Man.	£34,376	£31,580	£34,149	£25,800	
Council Services: Local Services Officers	£0	£36,384	£36,384	£53,155	
Council Services: Allotments	331	£1,155	£2,169	£2,305	
Parks & Play Areas: Projects	£0	£145,000	£148,350	£0	
Parks & Play Areas: Splash Park	£9,730	£8,769	£8,187	£8,550	
Parks & Play Areas: Play Areas	£0	£23,620	£18,220	£26,400	
Promotion: Marketing	£8,416	£11,400	£17,493	£16,400	
Promotion: Autumn Festivals	£1,419	£2,100	£2,092	£2,100	
Promotion: Festive Lighting	£6,680	£11,300	£8,400	£8,400	
Grants: Events	£16,269	£8,000	£8,520	£10,000	
Grants: Environment	£2,010	£2,700	£2,403	£2,700	
Grants: Community	£20,904	£2,000	£1,410	£22,000	
Council Projects: General	£8,222	£30,000	£24,466	£8,000	
Council Projects: Neighbourhood Plan	£0	£3,800	£3,791	£0	
Council Projects: Barracks Reawakening	£0	4000	3865	0	
Council Projects: Investors Conference	0	0	953	0	
Civic Expenditure: Mayoral/Civic Costs	£10,270	£4,700	£3,114	£4,700	
Civic Expenditure: Civic Events	£3,857	£4,100	£4,952	£5,250	

## Admin

Budget Heading ADMINISTRATION	2015-16	2016-17		2017-18	2018-19	Notes
	Actual Expenditure	Adopted Budget	Estimated Out-turn	Budget Proposal		
<b>Staffing</b>						
Salaries: Total	£66,278	£81,608	£68,807	£126,072	£140,622	
Training	£0	£150	£150	£300	£1,000	
Travel & subsistence	£66	£400	£275	£300	£1,000	
Memberships					£600	
Meetings					£1,000	
<b>Total Staff Costs</b>	<b>£66,344</b>	<b>£82,158</b>	<b>£69,232</b>	<b>£126,672</b>	<b>£144,222</b>	
<b>Office Costs</b>						
Rent	£6,600	£6,600	£6,600	£6,600	£11,510	
Service charge	£214	£214	£214	£214	£0	
Rates	£0	£0	£0	£6,200	£1,500	
Gas	£222	£350	£516	£390	£0	
Electricity	£599	£540	£561	£510	£510	
Water	£205	£200	£209	£220	£0	
Telecoms	£1,790	£800	£1,541	£1,500	£1,200	
IT Equipment	1790	£400	£400	£400	£400	
IT Support	£1,284	£1,200	£1,080	£1,080	£1,080	
Equipment & furniture	983	£400	£230	£300	£300	
Cleaning	£570		£664	£403	£0	
Equipment replacement fund					£750	
<b>Total Office Costs</b>	<b>£14,257</b>	<b>£10,704</b>	<b>£12,015</b>	<b>£17,817</b>	<b>£17,250</b>	
<b>Operational Costs</b>						
Software Licence Fee	£443	£400	£295	£900	£1,450	
Postage	£359	£450	£319	£450	£450	
Stationery & Printing	£1,203	£1,000	£839	£1,000	£1,000	
Photocopies	£1,581	£600	£1,597	£1,200	£800	
Photocopier warranty & support			£708	£710	£0	
Town Council Website	£260	£150	£100	£150	£150	
Recruitment expenses	£444	£0		£1,000	£1,000	
Bank Charges	£0	£0	£0	£0	£0	
Waste Collection	£164	£0	£204	£250	£0	
<b>Total Operational Costs</b>	<b>£4,454</b>	<b>£2,600</b>	<b>£4,062</b>	<b>£5,660</b>	<b>£4,850</b>	
<b>Councillor Costs</b>						
Training	£300	£500	£286	£500	£500	
Travel & subsistence	£519	£500	£396	£250	£250	
Supplies				£150	£150	
<b>Total Councillor Costs</b>	<b>£819</b>	<b>£1,000</b>	<b>£682</b>	<b>£900</b>	<b>£900</b>	

**Statutory Costs**

Insurance - General	£1,162	£850	£886	£900	£900
Insurance - Play Areas		£2,860	£813	£2,000	£2,000
Insurance - Public Realm		£2,400	£894	£900	£900
Insurance - Civic Regalia		£4,300	£2,051	£2,100	£4,500
Audit	£800	£800	£1,200	£1,000	£1,000
Audit - internal	£600	£750	£2,728	£2,800	£2,800
Legal & professional fees	£727	£1,000	£4,830	£1,000	£1,000
Election expenses	£14,993	£0	£0		£3,210
Public notices	£0	£500	£0	£500	£500
<b>Total Statutory Costs</b>	<b>£18,282</b>	<b>£13,460</b>	<b>£13,402</b>	<b>£11,200</b>	<b>£16,810</b>

**Miscellaneous Costs**

Publications	£51	£50	£50	£50	£250
Survey and communications				£1,500	£1,500
Publicity	£0	£50	£50	£50	£0
Subscriptions	£1,623	£1,300	£1,773	£2,000	£2,500
Meeting expenses	£92	£500	£257	£300	£300
<b>Total Miscellaneous Costs</b>	<b>£1,766</b>	<b>£1,900</b>	<b>£2,130</b>	<b>£3,900</b>	<b>£4,550</b>

**Exceptional Costs**

<b>Exceptional Costs</b>	<b>£49,467</b>	<b>£0</b>	<b>£9,502</b>		
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<b>Total Administration</b>	<b>£89,045</b>	<b>£29,664</b>	<b>£41,793</b>	<b>£39,477</b>	<b>£44,360</b>
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## Council Services

Budget Heading	2015-16	2016-17		2017-18		Notes
	Actual Expenditure	Adopted Budget	Estimated Out-turn	Budget Proposal		
<b>COUNCIL SERVICES</b>						
<b>Public Space Management</b>						
Public seat maintenance	£616	£11,000	£10,670	£3,000	£0	
Public seat insurance	£1,183					
Public Seat Purchase	£0	£0	£0	£0	£0	
Bus shelter maintenance	£2,981	£2,000	£3,461	£300	£1,000	
Bus shelter insurance	£737					
Bus shelter purchase	£3,408	£0	£0			
Bus Shelter Rates	£0	£0	£37	£0	£0	
Public Realm Works	£1,919	£1,000	£1,986	£2,000	£2,000	
Litter bins and grit bins	£4,289	£1,600	£2,640	£920	£920	
Dog Fouling (WOOFs)	£2,317	£2,000	£1,399	£2,000	£0	
War memorials maintenance	£2,000	£80	£80	£80	£80	
Floral Displays [Materials]	£6,181	£6,200	£5,330	£6,500	£6,500	
Floral Displays [Labour]	£3,445	£2,700	£3,596	£4,000	£4,000	
Additional grass cuts	£3,300	£5,000	£4,950	£5,000	£0	
Public Toilet costs	£2,000			£2,000	£0	
Storage hire					£2,000	
<b>Total PSM</b>	<b>£34,376</b>	<b>£31,580</b>	<b>£34,149</b>	<b>£25,800</b>	<b>£16,500</b>	
<b>Local Services Officers</b>						
Staff Costs		£25,584	£25,584	£44,515	£52,500	
Training		£1,250	£1,250			
Transport		£6,050	£6,050	£6,840	£7,500	
Equipment & Consumables		£3,500	£3,500	£1,800	£2,000	
<b>Total Local Services Officers</b>		<b>£36,384</b>	<b>£36,384</b>	<b>£53,155</b>	<b>£62,000</b>	
<b>Allotments</b>						
<b>Owned</b>						
Water	£276	£100	£770	£1,000	£1,000	
Repairs and maintenance	£0	£500	£1,094	£1,000	£1,000	
<b>Leased</b>						
Repairs and maintenance	£0	£500	£250	£250	£250	
National Allotment Soc Sub	£55	£55	£55	£55	£55	
<b>Total Allotments</b>	<b>£331</b>	<b>£1,155</b>	<b>£2,169</b>	<b>£2,305</b>	<b>£2,305</b>	
<b>Total Council services</b>	<b>£34,707</b>	<b>£69,119</b>	<b>£72,702</b>	<b>£81,260</b>	<b>£80,805</b>	

## Parks & Play Areas

Budget Heading	2015-16	2016-17		2017-18	2018-19	Notes
<b>PARKS &amp; PLAY AREAS</b>	<b>Actual Expenditure</b>	<b>Adopted Budget</b>	<b>Estimated Out-turn</b>	<b>Budget Proposal</b>		
<b>Projects</b>						
Flagstaff Park Restoration	£0	£0	£0			13
Flagstaff Park Play Equipment	£0	£80,000	£83,350			14
Grove Gardens Play Equipment		£30,000	£30,000			
Osbourne Rd Play Area		£35,000	£35,000			
Play Equipment [other sites]	£0	£0	£0			15
<b>Projects Total</b>	<b>£0</b>	<b>£145,000</b>	<b>£148,350</b>	<b>£0</b>	<b>£0</b>	
<b>Splash Park</b>						
Construction	£1,151	£0	£0	£0	£0	
Electricity	£243	£240	£229	£250	£350	
Water	£0	£0	£0	£0	£0	16
SLA Total	£7,469					
Site Cleaning		£884	£1,000	£1,000	£1,000	17
Site maintenance	£114	£700	£763	£800	£800	
Water Quality Inspections		£3,705	£3,705	£3,900	£3,900	
Daily/Weekly Inspections	£0	£2,390	£2,390	£2,500	£2,500	
Annual Inspection	£753	£850	£100	£100	£100	
<b>Splash Park Total</b>	<b>£9,730</b>	<b>£8,769</b>	<b>£8,187</b>	<b>£8,550</b>	<b>£8,650</b>	
<b>Play Areas [10 sites]</b>						
Site Cleaning		£3,640	£3,640	£10,400	£10,400	
Site maintenance		£9,000	£9,000	£10,000	£10,000	
Weekly Inspections		£4,680	£4,680	£5,000	£5,000	
Annual Inspection		£6,300	£900	£1,000	£1,000	
<b>Play Areas Total</b>	<b>£0</b>	<b>£23,620</b>	<b>£18,220</b>	<b>£26,400</b>	<b>£26,400</b>	
<b>Highcliffe</b>						
Site maintenance [SLA]	£380					
Equipment maintenance	£90					
Inspections	£0					
Insurance	£235					
<b>Highcliffe Play Area Total</b>	<b>£705</b>	<b>£0</b>	<b>£0</b>	<b>£0</b>	<b>£0</b>	
<b>Total Parks &amp; Play Areas</b>	<b>£9,730</b>	<b>£177,389</b>	<b>£174,757</b>	<b>£34,950</b>	<b>£35,050</b>	



## Promotion

Budget Heading	2015-16 Actual Expenditure	2016-17		2017-18 Budget Proposal	2018-19	Notes
PROMOTION		Adopted Budget	Estimated Out-turn			
<b>Marketing</b>						
Events Leaflet	£1,051					
NT Days Out & Holiday Guide	£4,220					
Visit Berwick Website	£600	£600	£560			
AONB Holiday Guide	£715					
Visit Berwick Leaflet						
Other Marketing	£1,830	£10,800	£16,933			
Advertising		£4,200	£4,170	£6,000	£6,000	
Leaflets		£4,000	£5,983	£4,300	£4,300	
Website		£600	£600	£600	£600	
Social Media				£5,000	£5,000	
Other Marketing		£500	£1,878	£500	£500	
		£9,300	£12,631			
<b>Marketing Total</b>	<b>£8,416</b>	<b>£11,400</b>	<b>£17,493</b>	<b>£16,400</b>	<b>£16,400</b>	
<b>Berwick Autumn Festival</b>						
Banners	£178	£900	£607	£600	£600	
Promotion	£1,241	£1,200	£1,485	£1,500	£2,500	
<b>Total Berwick AF</b>	<b>£1,419</b>	<b>£2,100</b>	<b>£2,092</b>	<b>£2,100</b>	<b>£3,100</b>	
<b>Walking Festival</b>						
Marketing	£0					
Walk Leaders	£0					
Transport	£775					
Management	£50					
<b>Total Walking Festival</b>	<b>£825</b>	<b>£0</b>		<b>£0</b>	<b>£0</b>	
<b>Festive Lighting</b>						
Maint & installation	£5,577	£9,000	£7,000	£7,000	£7,000	
Lights & fittings	£172	£500				
Christmas trees	£931	£1,000	£600	£600	£600	
NCC Labour Costs	£0	£600	£600	£600	£600	
Other costs	£0	£200	£200	£200	£200	
<b>Total Festive Lighting</b>	<b>£6,680</b>	<b>£11,300</b>	<b>£8,400</b>	<b>£8,400</b>	<b>£8,400</b>	
<b>Total Promotions</b>	<b>£17,340</b>	<b>£24,800</b>	<b>£27,985</b>	<b>£26,900</b>	<b>£27,900</b>	

## Grants

Budget Heading Grants	2015-16	2016-17		2017-18	2018-19	Notes
	Actual Expenditure	Adopted Budget	Estimated Out-turn	Budget Proposal		
Events						
Tweedmouth Feast	1200	£1,000	£1,150	£1,000	£1,000	
Spittal Seaside Festival	£4,000	£1,000	£4,000	£4,000	£4,000	
Bounds Ridng	£1,500					
Other Events Grants	£9,569	£6,000	£3,370	£5,000	£5,000	
<b>Total Events Grants</b>	<b>£16,269</b>	<b>£8,000</b>	<b>£8,520</b>	<b>£10,000</b>	<b>£10,000</b>	
Environment						
BEES	£1,500	£2,000	£2,000	£2,000	£2,000	
Berwick in Bloom	£510	£700	£403	£700	£700	
<b>Total Environment Grants</b>	<b>£2,010</b>	<b>£2,700</b>	<b>£2,403</b>	<b>£2,700</b>	<b>£2,700</b>	
Community						
Community Projects	£904	£2,000	£1,410	£2,000	£2,000	
Advice Services	£20,000	£0	£0	£20,000	£20,000	
<b>Total Community Grants</b>	<b>£20,904</b>	<b>£2,000</b>	<b>£1,410</b>	<b>£22,000</b>	<b>£22,000</b>	
<b>Total Grants</b>	<b>£39,183</b>	<b>£12,700</b>	<b>£12,333</b>	<b>£34,700</b>	<b>£34,700</b>	

## Council Projects

Budget Heading	2015-16	2016-17		2017-18	2018-19	Notes
COUNCIL PROJECTS	Actual Expenditure	Adopted Budget	Estimated Out-turn	Budget Proposal		
<b>General</b>						25
Town Improvement Projects	399	£18,000	£17,394			
Hoppa Bus	£7,823	£12,000	£7,072	£8,000	£10,000	26
<b>Total General Projects</b>	<b>£8,222</b>	<b>£30,000</b>	<b>£24,466</b>	<b>£8,000</b>	<b>£10,000</b>	
<b>Neighbourhood Plan</b>						
Planning Advice		3500	3500			
Stationary & Equipment		300	291			
Publicity		0	0			
Total Neighbourhood Plan		£3,800	£3,791	£0	£0	
<b>Barracks Reawakening</b>						
Consultancy other		4000	3865			
Total Barracks Project		4000	3865	0	0	
<b>Investors Conference</b>						
Equipment			0			
Expenses			953			
Total Investors Conference			953	0	1000	
<b>Tourism Conference</b>						
Venue					300	
Refreshments					300	
Expenses					400	
Total Tourism Conference					1000	
					<b>£12,000</b>	

## Civic Expenditure

Budget Heading	2015-16 Actual Expenditure	2016-17		2017-18 Budget Proposal	2018-19	Notes
		Adopted Budget	Estimated Out-turn			
<b>CIVIC EXPENDITURE</b>						
<b>Mayoral/Civic Costs</b>						
Mayor personal/official	£730	£2,500	£1,498	£2,500	£2,500	27
Civic Expenses	£4,729	£2,000	£1,466	£2,000	£2,000	27
Civic Regalia Insurance	£4,405					
Freedom Costs	£406	£200	£150	£200	£200	27
<b>Total Mayoral/Civic Costs</b>	<b>£10,270</b>	<b>£4,700</b>	<b>£3,114</b>	<b>£4,700</b>	<b>£4,700</b>	
<b>Civic Events</b>						
Remembrance Day	£1,151	£1,200	£1,200	£1,500	£1,500	
Riding the Bounds	£1,275	£2,700	£2,695	£3,250	£4,000	
Other	£1,431	£200	£1,057	£500	£500	
<b>Total</b>	<b>£3,857</b>	<b>£4,100</b>	<b>£4,952</b>	<b>£5,250</b>	<b>£6,000</b>	
<b>Total Civic Expenditure Costs</b>	<b>£14,127</b>	<b>£8,800</b>	<b>£8,066</b>	<b>£9,950</b>	<b>£10,700</b>	

## Receipts

Budget Heading	2015-16	2016-17		2017-18	
	Actual Receipts	Adopted Budget	Estimated Out-turn	Budget Proposal	
<b>Receipts</b>					
Precept	218220	218220	218220	218220	218220
Bank Interest	193	193	193	193	0
Sundry	4285	4285	4285	4285	4285
Seats	240	240	240	240	240
Portas	21287	21287	21287	21287	21287
Play Areas	2000	2000	2000	2000	2000
Allotment Rents	599	599	599	599	599
Schedule III	115929	115929	115929	115929	115929
Admission Fees	270	270	270	270	270
					362830

## Appendix D (ii)

	Year	2017-18	2018-19	2018-19	2018-19	2018-19	2018-19
	Precept rise	2%	2%	5%	7.50%	10%	12%
Total Expenditure		£361,909	£389,737	£389,737	£389,737	£389,737	£389,737
Current Precept		£251,000	£256,020	£256,020	£256,020	£256,020	£256,020
Schedule III income		£95,000	£99,500	£99,500	£99,500	£99,500	£99,500
Sundry income		£4,630	£4,630	£4,630	£4,630	£4,630	£4,630
Total income before any precept increase		£350,630	£360,150	£360,150	£360,150	£360,150	£360,150
Expenditure - income		£11,279	£29,587	£29,587	£29,587	£29,587	£29,587
Precept rise		£5,020	£5,120	£12,801	£19,202	£25,602	£29,587
Band D rise			1.54	3.85	5.78	7.71	8.91
Weekly increase			0.03	0.07	0.11	0.15	0.17
Transfer from reserves to balance budget		£6,259	£24,467	£16,786	£10,386	£3,985	£0

## Appendix E



Date	What decision is requested	Why does this decision need to be made	Who requested it?	When does it need to be made?	Outcome
25/11/2016	To review allotment provision	Legislative compliance	TC	Feb 2017	Ongoing Local Services
24/02/2017	Christmas Lights for 2017-2018	To comply with Financial Regs	Cllrs H Bettison, A Gibson & G McLean	March 2017	Ongoing
25/11/2016	Growths and savings 2018/19	Best practice	TC	Sept 2017	
24/02/2017	Future insurance arrangements – Civic Regalia	Best practice	TC	June 2017	Ongoing
24/02/2017	Rationalization of Civic Regalia	Best practice	TC	June 2017	
24/02/2017	Riding of the Bounds	Lessons Learned	TC	July 2017	
14/03/2017	Future rail provision in north Northumberland	Future planning of service	TC	June 2017	
14/03/2017	Future of Berwick Hospital	Future planning of service	TC	July 2017	
17/03/2017	Future of Five Arches Play Area	Future service planning	TC	July 2017	
17/03/2017	Customer feedback / voice of the customer	Service planning / performance management	TC	July 2017	
17/03/2017	Potential land acquisitions / new play facilities	Future service planning	TC		Local Services
17/03/2017	Operation London Bridge	Future service planning	TC / Local stakeholder	July 2017	
17/03/2017	Hoppa Bus future	Future service planning	TC	April 2017	
17/03/2017	Approval of accounts	Statutory obligation	TC	June 2017	
17/03/2017	Receipt of audit report	Statutory obligation	TC	Sept 2017	
27/03/2017	Canadian Pipes and Drums	Event Planning	TC		
28/04/2017	New Grant Scheme	Best practice	TC	July 2017	People and Communities

<b>Date</b>	<b>What decision is requested</b>	<b>Why does this decision need to be made</b>	<b>Who requested it?</b>	<b>When does it need to be made?</b>	<b>Outcome</b>
19/05/2017	Annual Report of the Standards Committee	For information	PO	July 2017	
19/05/2017	Hoey Ainscough	Six month update	PO	June 2017	
05/06/2017	Emergency planning / resilience	National incidents	TC	July 2017	
29/06/2017	Green Dog Walkers	Best practice	TC	July 2017	
20/07/2017	NCC Community Chest	Best practice	TC	August 2017	
25/07/2017	Litter	Concerns of resident	TC	August 2017	
25/07/2017	Borderland initiative	Cross-border working	TC	August 2017	
28/07/2017	Berwick Regeneration	Best practice	TC	August 2017	
28/07/2017	Barracks Project	Tender Process	TC	August 2017	
28/07/2017	General Power Of Competence	Best practice	TC	September 2017	
15/09/2017	Communication Plan	Best practice	TC	October 2017	
15/09/2017	Social Media Plan	Best practice	TC	November 2017	
11/09/2017	All Member Briefing on the Budget	Best practice	TC	November 2017	
10/10/2017	Community Led Housing	Benefit the community	TC	November 2017	
27/10/2017	Twinning request	Request received	TC	November 2017	
10/10/2017	Hard To Reach Communities	Equalities Act	TC	December 2017	
15/11/2017	Remembrance Sunday 2018	Event Planning	TC	December 2017	
09/10/2017	Town Council Planning Process – a Guide	Best practice	TC	January 2018	
	Project Reporting	Best practice	TC	January 2018	
16/06/2017	Strategic Plan	Best practice	TC	January 2018	
13/09/2017	Open spaces review and strategy	Best practice	TC	2018	
13/09/2017	Play review / strategy	Best practice	TC	2019	



**BERWICK-UPON-TWEED TOWN COUNCIL**

**Minutes of the Town Council Budget and Administration Committee Meeting held on Monday, 9 October 2017 at 6.30pm in the Town Hall, Marygate, Berwick-upon-Tweed**

**PRESENT:**

Councillors: A Forbes (Chair)  
R Bruce  
B Douglas  
A Gibson  
G Roughead  
G Smith

**IN ATTENDANCE:**

G Davies, Town Clerk  
S Cozens, Assistant to the Clerk  
0 member of the public

**OPEN SESSION**

There were no members of the public present.

**BA046/17 1. APOLOGIES FOR ABSENCE**

Apologies for absence were received from Cllrs A Bowlas and C Lewis.

**BA047/17 2. MINUTES OF THE LAST MEETING**

The minutes of the meeting held on Monday, 11 September 2017 were approved and signed as a correct record.

**BA048/17 3. DISCLOSURE OF INTERESTS**

There were no disclosures of interests.

**BA049/17 4. REQUEST FOR DISPENSATION**

There were no requests for dispensation.

**BA050/17 5. EXTERNAL AUDIT**

It was **RESOLVED** to note the receipt of the confirmation of completion of the

External Audit report.

**BA051/17**

## **6. PHOTOCOPIER**

It was **RESOLVED**, on the motion of Cllr Gibson, seconded by Cllr Forbes, to recommend to council the option of purchasing a new photocopier / MFD with an extended warranty or guarantee, and consumables to be purchased on the open market.

**BA052/17**

## **7. TELEPHONE SYSTEM**

It was **RESOLVED** on the motion of Cllr Gibson, seconded by Cllr Bruce, to recommend to council that the quote be accepted, and that authority be delegated to the Town Clerk to purchase the system in question.

**BA053/17**

## **8. NOTIFICATION OF PAYMENTS MADE BY BERWICK-UPON-TWEED TOWN COUNCIL**

Members received an update from the Town Clerk concerning a payment queried at the previous meeting, and requested further details about payment references 101616, 101617, 101618, and 101685. It was then **RESOLVED** without division to note the schedule of payments.

**BA054/17**

## **9. DATE OF NEXT MEETING**

The date of the next meeting would be Monday, 13 November 2017 at 6.30 pm.

## Appendix G

### Budget Administration Committee

Appendix C

Item 7

13 t h November 2017

Date: 03/11/2017

Berwick upon Tweed Town Council Current Year

Barclays Current A/c

List of Payments made between 26/09/2017 and 03/11/2017

Date Paid	Payee Name	Reference	Amount Paid	Order No.	Invoice No.	What for
28/09/2017	SSE	DD	15.66		050	electricity
30/09/2017	Google Ireland Ltd	DD	69.30		3373624427	g-suite e-mail
02/10/2017	Northern Lab	101689	120.00		2895	IT support
02/10/2017	Viking	101690	94.10	17-059	548790	stationary
02/10/2017	Capital Solutions	101691	182.63		128570	photocopies
17/10/2017	BT	DD	166.21		M028S0	phone
20/10/2017	Les Chappell	101692	300.00	17-034		seat painting
20/10/2017	Landels Electircal	101693	42.00	17-055	10341	digital signs repair
20/10/2017	AA Media	101694	336.00	17-020	97322461	Autumn Festival signs
20/10/2017	Newton Don Nursery	101695	660.96	17-061	5099	bedding plants
20/10/2017	BDO	101696	1200.00		1661140	external audit
20/10/2017	Viking	101697	62.39	17-065	614807	printer
20/10/2017	Tweed Landscapes	101698	410.00	17-047/052	3498/9	tree work
20/10/2017	Wheeleigh Clean	101699	251.00			Bus shelter cleaning
20/10/2017	A Gibson	101700	44.18			expenses
20/10/2017	Northumberland County Council	101701	53455.00		148565/9372	Local Services Officers
23/10/2017	NEST	DD	501.63		99842818	pension
24/10/2017	SSE	DD	44.81		006	splash park electricity
26/10/2017	Arch Commercial	BACS	1443.16		29512-5	rent
27/10/2017	SSE	DD	14.93		051	electricity
		Total Payments	59413.96			

# DRAFT MINUTES

## BERWICK-UPON-TWEED TOWN COUNCIL

Minutes of the Town Council Budget and Administration Committee Meeting held on Monday, 13 November 2017 at 6.30pm in the Town Hall, Marygate, Berwick-upon-Tweed

### PRESENT:

Councillors:     A Forbes                                     (Chair)  
                      R Bruce  
                      A Gibson  
                      C Lewis  
                      G Smith

### IN ATTENDANCE:

G Davies, Town Clerk  
S Cozens, Assistant to the Clerk  
Cllr B Parkin  
1 member of the public

### OPEN SESSION

There were no contributions during the open session.

#### **BA055/17       1. APOLOGIES FOR ABSENCE**

Apologies for absence were received from Cllrs A Bowlas, B Douglas and G Roughead.

#### **BA056/17       2. MINUTES OF THE LAST MEETING**

The minutes of the meeting held on Monday, 9 October 2017 were approved and signed as a correct record.

#### **BA057/17       3. DISCLOSURE OF INTERESTS**

There were no disclosures of interests.

**BA058/17**

**4. REQUEST FOR DISPENSATION**

There were no requests for dispensation.

**BA059/17**

**5. DISPOSAL OF ASSETS**

It was **RESOLVED**, after the Town Clerk had introduced his report, that the photocopier should be disposed of as scrap, and that the IT equipment and audio device should be offered to a local voluntary organization.

**BA060/17**

**6. COUNCIL STATIONERY AND DIARIES**

The chair introduced the Town Clerk's report, and after a debate, the committee **RESOLVED** that appropriate name badges were a higher priority than stationery, and that councillors who wished to purchase their own business cards should seek advice from the Town Clerk as to the options available to them.

**BA061/17**

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

It was **RESOLVED** without division to note the schedule of payments.

**BA062/17**

**8. BUDGET MONITORING**

After the Town Clerk introduced his report it was **RESOLVED**:

- a) to ask the Town Clerk to produce a further update explaining negative outturns on the half yearly report,
- b) to further explain cost codes 5100 and 5150, and
- c) to provide further analysis of the costs of the Freedom ceremonies.

**9. 2018-19 BUDGET**

The Town Clerk having provided an update as to the process, it was **RESOLVED** to note the report.

**BA064/17**

**10. DATE OF NEXT MEETING**

The date of the next meeting would be Monday, 11 December 2017 at 6.30 pm.

**Committee RESOLVED that under the Public Bodies (Admission to Meetings) Act 1960 it was appropriate to exclude the media and public from the discussion of the following business on the basis that public discussion might prejudice the Council's position and staffing issues might be discussed.**

At this point the Public withdrew.

**BA065/17**

**11. STAFFING REVIEW UPDATE**

The Town Clerk provided a preview of the draft report which he intended to present to council, and members broadly welcomed its approach and conclusions.

**BERWICK-UPON-TWEED TOWN COUNCIL**

**Minutes of the Town Council Local Services Committee Meeting held on Monday, 25 September 2017 at 6.30pm in the Town Hall, Marygate, Berwick-upon-Tweed**

**PRESENT:**

Councillors:     B Douglas                                     (Chair)  
                      R Bruce  
                      A Gibson  
                      K Graham  
                      B Parkin  
                      L Stephenson

**IN ATTENDANCE:**

S Cozens, Assistant to the Clerk  
Cllr G Smith  
1 member of the public

**OPEN SESSION**

The NCC North Northumberland Local Area Council was mentioned as it's believed the meetings would alternate between Alnwick and Berwick. The last two meetings have taken place in Alnwick. Concerns were raised regarding the welfare of a local resident. Both Cllrs K Graham and L Stephenson provided a response.

**LS027/17           1. APOLOGIES FOR ABSENCE**

Apologies for absence were received from Cllrs A Bowlas, H Nichols and G Roughead.

**LS028/17           2. MINUTES OF THE LAST MEETING**

It was unanimously **RESOLVED** to approve as a correct record the minutes of the Berwick-upon-Tweed Town Council Local Services Committee meeting held on Monday, 24 July 2017.

**LS029/17**

**3. DISCLOSURE OF INTERESTS**

There were no disclosures of interests.

**LS030/17**

**4. REQUEST FOR DISPENSATION**

There were no requests for dispensation.

**LS031/17**

**5. VOLUNTEER LITTER PICKING**

Members considered the report and Cllr L Stephenson gave an update on the event and further actions. Standing Orders were suspended to allow a member of the public to speak, before the discussion resumed. The Committee agreed that enquiries should be made to NCC as to the price of beach cleans in other parts of the region and to what equipment was available.

Members **RESOLVED** to recommend that council:

- i. Invite Coast Care to work in partnership with the council to deliver more frequent community activities on Berwick's beaches, and
- ii. That partners be sought for community litter-picking activities in other areas, such as parks and play areas.

**LS032/17**

**6. DATE OF NEXT MEETING**

The next meeting of the committee will be held on Monday 23 October 2017, at 6:30 pm in the Town Hall.

**The committee passed a resolution under the Public Bodies (Admission to Meetings) Act 1960 excluding the media and public from the discussion of the following business on the basis that public discussion may prejudice the Council's position with relation to legally confidential matters.**

At this point the Public withdrew.

**LS033/17**

**7. FUTURE LOCAL SERVICES ARRANGEMENTS**

The item was deferred for future discussion with more in-depth details.



# DRAFT MINUTES

## BERWICK-UPON-TWEED TOWN COUNCIL

Minutes of the Town Council Local Services Committee Meeting held on Monday, 23 October 2017 at 6.30pm in the Town Hall, Marygate, Berwick-upon-Tweed

### PRESENT:

Councillors: B Parkin (Chair)  
R Bruce  
A Gibson  
K Graham  
L Stephenson

### IN ATTENDANCE:

G Davies, Town Clerk  
S Cozens, Assistant to the Clerk  
0 members of the public

### OPEN SESSION

There were no members of the public present.

#### LS034/17 1. APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllrs A Bowlas, B Douglas, H Nichols and G Roughead.

#### LS035/17 2. MINUTES OF THE LAST MEETING

It was unanimously **RESOLVED** to approve as a correct record the minutes of the Berwick-upon-Tweed Town Council Local Services Committee meeting held on Monday, 25 September 2017.

#### LS036/17 3. DISCLOSURE OF INTERESTS

There were no disclosures of interests.

**LS037/17**

**4. REQUEST FOR DISPENSATION**

There were no requests for dispensation.

**LS038/17**

**5. LITTER PREVENTION**

Cllr Stephenson provided an update on the volunteer beach clean and a discussion took place on the wider issue of volunteer involvement in litter prevention and clear ups.

It was **RESOLVED**, without dissent, to invite a representative of the charity involved in beach clean-ups to attend council and to recommend to council that funding be provided for volunteer litter picking, for notice boards for the anti-litter groups and consumable materials such as bags and gloves.

**LS039/17**

**6. LOCAL SERVICES**

Feedback from the workshop with NCC officers was distributed, and members **RESOLVED** to note the updates provided.

**LS040/17**

**7. DATE OF NEXT MEETING**

The next meeting of the committee will be held on Tuesday 28 November 2017, at 6:30 pm in the Town Hall.

**BERWICK-UPON-TWEED TOWN COUNCIL**

**Minutes of the Town Council People and Communities Committee Meeting held on Monday, 02 October 2017 at 6.30pm in the Town Hall, Marygate, Berwick-upon-Tweed**

**PRESENT:**

Councillors:     K Graham                             (Chair)  
                      R Bruce  
                      I Dixon  
                      B Douglas  
                      G Roughead  
                      L Stephenson

**IN ATTENDANCE:**

G Davies, Town Clerk  
S Cozens, Assistant to the Clerk  
Cllr G Smith  
2 members of the public.

**OPEN SESSION**

One member of the public spoke, urging caution with regard to working with hard to reach communities, lest council try to run before it could walk.

**PC022/17           1. APOLOGIES FOR ABSENCE**

Apologies for absence had been received from: Cllrs H Bettison, H Nichols and B Parkin.

**PC023/17           2. MINUTES OF THE LAST MEETING**

The minutes of the meeting held on Tuesday, 5 September 2017 were agreed and signed as a correct record.

**PC024/17           3. DISCLOSURE OF INTERESTS**

There were no disclosures of interests.

**PC025/17**

**4. REQUEST FOR DISPENSATION**

There were no requests for dispensation.

**PC026/17**

**5. HARD TO REACH COMMUNITIES**

The report having been introduced by the Town Clerk, it was **RESOLVED**, on the motion of Cllr Roughead, seconded by Cllr Bruce that as regards engagement with hard to reach communities, council should work via residents groups and user groups where they exist. Committee also **RESOLVED** to recommend to council that, where sufficient data is not already held by partner organizations such as Northumberland County Council, it consider using targeted research intended to identify whether we need to do more to fulfill our duties under the Equalities Act, and to recommend that Council delegate to the Town Clerk authority to commission such research provided it does not cost more than £1000, to be allocated from existing underspends or general reserves.

**PC027/17**

**6. COMMUNITY LED HOUSING**

It was **RESOLVED** on the motion of Cllr Roughead, seconded by Cllr Graham, to request that the Town Clerk arrange a presentation on this topic to a future meeting of council.

**PC028/17**

**7. DATE OF NEXT MEETING**

The date of the next meeting would be Monday, 6 November 2017 at 6.30 pm.

# DRAFT MINUTES

## BERWICK-UPON-TWEED TOWN COUNCIL

**Minutes of the Town Council People and Communities Committee Meeting held on Monday, 06 November 2017 at 6.30pm in the Town Hall, Marygate, Berwick-upon-Tweed**

### PRESENT:

Councillors: K Graham (Chair)  
H Bettison  
R Bruce  
I Dixon  
B Parkin  
G Roughead  
L Stephenson

### IN ATTENDANCE:

G Davies, Town Clerk  
S Cozens, Assistant to the Clerk  
Cllr G Smith  
3 members of the public.

### OPEN SESSION

Two members of the public spoke about the need for a welfare rights advice provision in Berwick upon Tweed since the changes to Citizens Advice Bureau services, and indicated their intention to establish such a group.

A further member of the public spoke expressing his concerns about the council's failure to engage with the public.

### PC029/17 1. APOLOGIES FOR ABSENCE

Apologies for absence had been received from: Cllrs B Douglas and H Nichols.

**PC030/17**

**2. MINUTES OF THE LAST MEETING**

On the motion of Cllr Roughead, seconded by Cllr Bruce, the minutes of the meeting held on Monday, 2 October 2017 were agreed and signed as a correct record.

**PC031/17**

**3. DISCLOSURE OF INTERESTS**

There were no disclosures of interests.

**PC032/17**

**4. REQUEST FOR DISPENSATION**

There were no requests for dispensation.

**PC033/17**

**5. FUTURE OF ADVICE SERVICES IN BERWICK-UPON-TWEED**

The report of the Town Clerk was introduced by the chair of the committee and after a debate it was **RESOLVED** on the motion of Cllr Bettison, seconded by Cllr Dixon

1. That staff conduct an audit of local voluntary organizations to better understand the scale and distribution of advice provision in the town, and
2. That council undertake a survey of local residents to better understand which advice services they have used in the last year, and which advice services they have access to.

**PC034/17**

**6. DIRECTORY OF VOLUNTARY GROUPS IN BERWICK-UPON-TWEED**

The report of the Town Clerk was introduced by the chair of the committee. During the debate standing orders were suspended sufficiently to allow a member of the public to address the committee and after resuming standing orders and a further debate it was **RESOLVED** on the motion of Cllr Dixon, seconded by Cllr Bettison that the committee considered a Berwick specific directory of voluntary organizations would be useful to residents of the town and that such a directory should be hosted on the council website.

**PC035/17**

**7. HARD TO REACH COMMUNITIES**

After the Town Clerk's report was introduced a debate took place to which a number of members contributed. During the debate it was suggested, and agreed without contention, that the issue of homelessness should be on the next agenda, before it was **RESOLVED**, without contention to note the report.

**PC036/17**

**8. APPLICATION FOR FINANCIAL ASSISTANCE**

It was **RESOLVED**, subject to the receipt of a completed form, to agree to the grant requested, but to convey to the group in question the committee's suggestions as to future applications.

**PC028/17**

**9. DATE OF NEXT MEETING**

The date of the next meeting would be Monday, 4 December 2017 at 6.30 pm.