

BERWICK-UPON-TWEED TOWN COUNCIL

Minutes of a Meeting of the Town Council held on Monday 16 April 2018 at 6.00 pm at The Town Hall, Marygate, Berwick-upon-Tweed

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

IN ATTENDANCE:

Mr Gareth Davies, Town Clerk

Steve Cozens, Assistant to the Clerk

Joyce Benton, Sergeant-at-Mace

Abigail Conway, Chief Executive of Citizens Advice Northumberland

John Woodman, Citizens Advice Northumberland

County Councillor G Hill

County Councillor C Seymour

9 members of the public, 1 member of the press

A presentation was received from Abigail Conway, the new Chief Executive of Citizens Advice Northumberland after which Ms Conway and Mr John Woodman, of the CAB Trustees, answered questions from elected members.

OPEN SESSION

County Cllr Hill asked whether, in light of a spike in local concerns over policing issues such as drugs enforcement and the perceived interference by the police in the political process, the Town Council would invite the Police and Crime Commissioner to attend a council meeting. The Mayor indicated his assent to this suggestion.

C248/17 1. APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllrs H Nicholls and G Thompson.

C249/17 2. MINUTES

- i. On the motion of Cllr Bettison, seconded by Cllr Gibson, the minutes of the Berwick-upon-Tweed Town Council meeting held on 26 March 2018, including the amendment to the draft minutes previously circulated by the Town Clerk, were agreed and signed as a correct record.
- ii. The Town Clerk's update on the proposed partnership working arrangements with Northumberland County Council in relation to the Parks Officer was considered, and, on the motion of Cllr Bettison seconded by Cllr Gibson the proposals were accepted.

C250/17 3. DISCLOSURE OF INTERESTS

Cllr G Roughead declared a personal interest in Item 11.

C251/17 4. REQUEST FOR DISPENSATION

There were no requests for dispensation.

C252/17 5. TOWN MAYOR'S ANNOUNCEMENTS

The Mayor welcomed Mr Julian Smith, the new Project Officer to the meeting, and reported on his recent visit to the exhibition 'The Aftermath' being hosted at the Barracks by the KOSB Association. He also reminded members that the Riding of the Bounds was taking place on the 5th of May.

C253/17 6. CORRESPONDENCE

On the motion of the Mayor, seconded by Cllr Forrester, members **RESOLVED** to note the correspondence log.

C254/17 7. NOTIFICATION OF PAYMENTS MADE BY BERWICK-UPON-TWEED TOWN COUNCIL

The Town Clerk was instructed to prepare a report for the Budget and Administration Committee concerning pension payments, and it was **RESOLVED** without division to note the schedule of payments.

C255/17 8. DEVELOPMENT OF STRATEGY AND CORPORATE PLAN

After the Town Clerk had introduced his report it was **RESOLVED**, on the motion of Cllr Bettison, seconded by Cllr Graham and Cllr Bowlas that council adopt the proposed scheme of work for the development of the Town Plan.

C256/17 9. COASTAL COMMUNITIES FUND

After the Town Clerk had introduced his report it was **RESOLVED** on the motion of Cllr Bettison, seconded by Cllr Forrester that council should support all three projects in their Expression of Interest to the Coastal Communities Fund.

C257/17 10. GENERAL DATA PROTECTION REGULATIONS

After the Town Clerk introduced his report it was **RESOLVED**, on the motion of Cllr Graham seconded by Cllr Bettison:

1. That council adopt the Data Protection Policy contained within the report, making the delegations referred to within the policy, and
2. That Council delegate to the Town Clerk authority to purchase and issue to staff encrypted memory sticks, and to ban the use of unencrypted portable devices and memory sticks on the council computer network.

C258/17 11. SUPPORT FOR A SOCIAL ENTERPRISE

It was **RESOLVED**, on the motion of Cllr Forbes, seconded by Cllr Bettison, to provide a letter of support to the social enterprise concerned, provided members were also provided with a copy of any such correspondence.

C259/17 12. FEEDBACK ON THE BERWICK INVESTORS CONFERENCE

Members **RESOLVED** to note the feedback provided.

C260/17 13. CIVIC CALENDAR

- i. On the motion of the Mayor, seconded by Cllr Graham, it was **RESOLVED**:
 - a. That for 2018-19, and thereafter, council adopt a civic calendar that provides, in 9 of 12 calendar months, for two weeks with committee meetings on Monday and Tuesday, one week with full council on Monday evening, and a fallow week with no committee or council meetings scheduled,
 - b. That a formal discussion take place between individual committee chairs and the clerk two weeks in advance of a scheduled meeting to check there is sufficient business to justify a meeting of that committee,
 - c. That the month of May be free of meetings, except for the Annual General Meeting, Town Meeting and a Planning Committee meeting if necessary, and

- d. That the order of meetings be varied in December and January to reflect the effects of Christmas and the needs of the budget schedule.
- ii. On the motion of Cllr Graham, seconded by Cllr Bettison, it was **RESOLVED**:
 - a. That each candidate for Mayor or Deputy Mayor at an election for those posts shall be required to have a proposer and seconder, who shall nominate them at the meeting, and the election shall take place by eliminating secret ballot with a candidate requiring the support of the majority of those voting to succeed. For these purposes, a blank voting paper returned is counted as a vote for any candidate other than the candidates who have been proposed and seconded; in this it differs from an abstention, which is indicated by a member failing to return their ballot paper. In the event of any candidate failing to achieve a majority of those voting in a round of voting where they are the only candidate it is the case that nominations must be re-opened and all members are once again eligible to be proposed and seconded,
 - b. That votes shall be counted by an independent scrutineer whose appointment shall be approved by the meeting, and
 - c. That council instructs the Town Clerk to bring Standing Order revisions sufficient to write these changes into the council constitution to the Annual General Meeting of council.

C261/17 14. FORWARD PLAN

It was **RESOLVED** to note the Forward Plan.

C262/17 15. BUDGET AND ADMINISTRATION COMMITTEE

- i. It was **RESOLVED** to adopt the minutes of the meeting of the Budget and Administration Committee held on 12 March 2018 (noted at the meeting of 26 March 2018).
- ii. The minutes of the meeting of the Budget and Administration Committee held on 9 April 2018 were held over until the next meeting.

C263/17 16. LOCAL SERVICES COMMITTEE

- i. It was **RESOLVED** to adopt the minutes of the meeting of the Local Services Committee held on 26 February 2018 (noted at the meeting of 26 March 2018).

- ii. It was **RESOLVED** to note the draft minutes of the meeting of the Local Services Committee held on 27 March 2018.

C264/17 **17. PEOPLE AND COMMUNITIES COMMITTEE**

- i. It was **RESOLVED** to adopt the minutes of the meeting of the People and Communities Committee held on 5 February 2018 (noted at the meeting of 19 February 2018).
- ii. It was **RESOLVED** to note the minutes of the meeting of the People and Communities Committee held on 3 April 2018.

C265/17 **18. PLANNING COMMITTEE**

It was **RESOLVED** to adopt the minutes of the meeting of the Planning Committee held on 13 March 2018.

C266/17 **19. DATE OF NEXT MEETING**

The next meeting of the Council will be held on Wednesday, 16 May 2018 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/or staffing issues might be discussed.

At this point the Public withdrew.

C267/17 **20. DIGITAL SIGNAGE BOARDS**

It was **RESOLVED**, on the motion of the Mayor, seconded by Cllr Graham, that the Town Clerk should be delegated authority, only after consultation with either a full meeting of council or with all the signatories to the Council's bank accounts, to agree a settlement with the supplier in question.