

BERWICK-UPON-TWEED TOWN COUNCIL

To: **ALL MEMBERS OF THE INTERIM TOWN CLERK / RFO COMMITTEE**

You are hereby summoned to attend a meeting of the **INTERIM TOWN CLERK / RFO COMMITTEE** to be held in the Town Council Office, 5 The Chandlery, Berwick-upon-Tweed, on **WEDNESDAY, 14 SEPTEMBER 2016 at 4.30 pm.**

The Agenda for the meeting is set out below.

Stogens

Assistant to the Clerk

7 September 2016

It is expected that all but the very formal opening business will be held in private

A G E N D A

1. ELECTION OF CHAIRMAN

To elect a Chairman of the Working Group for the 2016-17 Municipal Year.

2. APOLOGIES FOR ABSENCE

To receive apologies for absence.

3. APPOINTMENT OF VICE CHAIRMAN

To appoint a Vice-Chairman of the Working Group for the ensuing Municipal Year.

The Council will 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.

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. REMIT

To note the Working Group's remit.

7. INTERIM TOWN CLERK AND / OR RESPONSIBLE FINANCIAL OFFICER

To appoint an Interim Town Clerk and / or Responsible Financial Officer.

8. ANY OTHER URGENT BUSINESS

To deal with any other urgent business if decisions are required as a matter of urgency.

9. DATE OF NEXT MEETING

To agree a date for the next meeting.

MEMBERS OF THE TOWN CLERK / RFO WORKING GROUP:

Councillors: I Dixon, A Forbes, K Graham, G Hill, P Hodgson and G Roughead

NB Any written reports will be circulated at the earliest opportunity but the nature of the business is that reports cannot be prepared at the time of dispatch.