BERWICK-UPON-TWEED TOWN COUNCIL

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

You are hereby requested to attend a meeting of the **INTERIM TOWN CLERK / RFO COMMITTEE** to be held in the The Town Hall, Marygate, Berwick-upon-Tweed, on **MONDAY 20 MARCH 2017 AT 7.30 PM** or upon the rising of Council whichever is later.

The Agenda for the meeting is set out below.

[signature]

Interim Town Clerk   **13 March 2017**

A G E N D A

1.   **APOLOGIES FOR ABSENCE**

     To receive apologies for absence.

2.   **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.

3.   **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.

     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.

4.   **MINUTES OF THE LAST MEETING**

     To sign as a correct record the minutes of the Berwick-upon-Tweed Town Council Interim Town Clerk / RFO Committee meeting held on 27 February 2017.

5. **UPDATE**

   To receive an update.

6. **DATE OF NEXT MEETING**

   To agree a date for the next meeting.

   MEMBERS OF THE INTERIM TOWN CLERK / RFO COMMITTEE:

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