

BERWICK-UPON-TWEED TOWN COUNCIL



Council

Time and date

Monday 22 September 2025 at 18:00

Place

Berwick-upon-Tweed Town Council Unit 1, 82-88 Marygate, Berwick-upon-Tweed, Northumberland
TD15 1BN

Minutes.

Present

Cllr Robertson (Chair and Mayor), Cllrs Bowden, Bruce, Driver, Greener, Hawken, Khan, Mackenzie, Rowe, Seymour, Smith, Turton.

51.25. Apologies for Absence

The meeting commenced with the chair addressing Agenda Item 51, Apologies for Absence. Apologies were received from Councillors Brown, Forbes and Stewart, who were unable to attend due to prior commitments. The absence of these members was acknowledged, and their apologies were formally recorded in the meeting minutes. A minute's silence was observed for Jim Smith.

52.25. Minutes

The minutes from the Berwick-upon-Tweed Town Council meeting held on 23rd June 2025 were presented for approval. The chair asked if there were any corrections or amendments to the minutes. A correction was noted: 'Marquis' to 'Barclays.' With no further corrections, the minutes were unanimously approved and signed as a correct record of the meeting.

Decision: The minutes from the Berwick-upon-Tweed Town Council meeting held on 23rd June 2025 were approved, subject to the correction of 'Marquis' to 'Barclays.'

53.25. Disclosure of Interests

The chair reminded members to declare any interests related to the items on the agenda. No declarations were made.

54.25. Open Session

Members of the public were invited to make representations, ask questions, and give evidence regarding the business on the agenda. Local resident Brian Darling raised concerns about the need for a clean-up at Spittal Promenade to make the most of the location for tourism.

Response: Officers will contact Northumberland County Council (NCC) to request support with this work.

55.25. Part 1- Items for Decisions

56.25. Notes of the Environment and Communities Group

The Lead Member reported on the recent meeting of the Working Group and Council made the following decisions

Decision: - Pump Track Insurance & Maintenance: BTC to support insurance and maintenance costs. **Agreed unanimously.**

Decision: - Pump Track Capital Contribution: BTC to commit £10,000 annually for 3 years. **Agreed unanimously.**

Decision: - Five Arches Park Management Plan: Officers tasked to develop a management plan for submission to NCC. **Agreed unanimously.**

Decision: - Seasonal Floral Displays: Proceed with sponsorship model and explore sponsorship opportunities. **Agreed unanimously.**

Decision: - Ramparts Bus Shelter: Install Harrogate-style shelter at a cost of £8,500. **Agreed unanimously.**

Decision: - Northumberland Road Shelter Bench: Install metal-framed bench with timber slats at a cost of £300. **Agreed unanimously.**

Decision: - Tourist Directional Signs: Purchase five additional stone bases at a cost of £2,450. **Agreed (1 against).**

Decision: - Town Signage Audit: Officers to audit and design a signage programme across the town (including Spittal and Tweedmouth). **Agreed unanimously.**

Decision: - Allotment Policy: Adopt draft Allotment Policy. **Agreed nem con (1 abstention).**

Decision: - New Allotment Sites: Officers to investigate options, including land adjacent to Tweedmouth Cemetery and areas off Osborne Road. **Agreed unanimously.**

Decision: - Christmas Trees in Estates: Agree provision of planters with solar lights in housing estates, with specific locations to be determined by ward councillors. **Agreed unanimously.**

57.25. Notes of the Business and Administration Working Group.

The Lead Member reported on the recent meeting of the Working Group and Council made the following decisions

Decision: - Community Grants:

* Tweed Connection CIC – £2,500, subject to evidence of full funding and publicity of BTC support on the vehicle.

* Berwick Rangers Juniors – £2,500, subject to evidence of full funding and publicity of BTC support.

* Berwick Literary Festival – £2,500, subject to publicity of BTC support.

* Berwick Triathlon Club – Not supported in 2025; may reapply in 2026.

* Berwick Rotary Club and Greenses Residents Association – deferred pending further information.

Agreed unanimously.

Decision: - Insurance: Renew with Clear Councils for 3 years at £5,140.95. **Agreed unanimously.**

Decision: - Fuel Cards: Adopt Allstar as provider for the Outside Services Team. **Agreed unanimously.**

58.25. Notes of the Staffing Working Group

Cllr Mackenzie reported on the recent meeting of the Working Group and Council made the following decisions

Decision: - Staff Handbook: Adoption deferred to October Full Council to allow further review.

Decision: - Dignity at Work Training: All councillors and staff to attend. **Agreed unanimously.**

Decision: - Market Operations: Staff to be paid £35 per Saturday collection. **Agreed unanimously.**

59.25. Planning Committee

Decision: The council adopted the draft minutes of the meeting held on 05/06/2025 and noted the draft minutes of the meeting held on 04/09/2025.

60.25. Date of Next Meeting

The chair confirmed that the next meeting of the Council will be held on Monday, 27th October 2025 at 18:00. This date was noted by all members present.

Meeting ended at 18:30

61.25. Part 2 - Confidential Items

The chair explained the necessity of passing a resolution to exclude members of the public and press from the meeting for Part 3 of the agenda, if required. This exclusion is necessary for discussing exempt staffing matters or commercially sensitive contractual matters. The resolution was passed unanimously by the council.

Decision: A resolution was passed to exclude members of the public and press from the meeting for Part 3 of the agenda, if required.

62.25. Confidential Matters

The chair noted that any confidential matters arising from the discussions of the Working Group notes would be discussed in closed session. Specific details were not provided in the transcript, but it was understood that these matters would be handled with the necessary confidentiality. Cllr Paul Hillier was present during this part of the meeting.