

BERWICK-UPON-TWEED TOWN COUNCIL



Agenda Council

Time and date

Monday 27 October 2025 at 18:00

Place

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

TO: **ALL MEMBERS OF THE Full Council [In-person]**

Dear Councillor

The Agenda for the meeting is set out below.

Iain McCready

Proper Officer

21 October 2025

Agendas and papers for all meetings can be accessed on <https://www.berwick-tc.gov.uk/meetings>

Members' Apologies

Members are requested to submit their apologies and any Declarations of Interest on the relevant form attached to this agenda to Chief.Officer@berwick-tc.gov.uk by no later than 5pm on the day before the meeting.

Recording of Council Meetings.

This meeting is digitally recorded, broadcasted and retained until the minutes are signed.

Questions by the Public

At the discretion of the Town Mayor, those members of the public, residing or working within the Council's boundary, will be invited to make representations or ask questions in respect of the business on the agenda, or other matters not on the agenda, for a maximum of 3 minutes per person or 15 minutes overall.

Members of the Public are welcome and have a right to attend this Meeting.

Please note that there is a maximum capacity of 12 in the public gallery.

BERWICK-UPON-TWEED TOWN COUNCIL

2025-10-27 18:00 - 20:00

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AGENDA

63.25.Members of the Council

Members of the Council: Cllr John Robertson (Mayor), Cllr Rosemary Mackenzie (Deputy Mayor) Cllr Janice Bowden, Cllr Graham Brown, Cllr Robert Bruce, Cllr Rachel Driver, Cllr Anne Forbes, Cllr Mike Greener, Cllr Laura Hawken, Cllr Paul Hillier, Cllr Ayrin Khan, Cllr Philip Rowe, Cllr Catherine Seymour, Cllr Gary Smith, Cllr Thomas Stewart and Cllr Jane Turton

64.25.Apologies for Absence

To receive apologies for absence.

65.25.Disclosure of Interests

See attached.

66.25.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.

67.25.Minutes

To sign as a correct record the minutes of the Berwick-upon-Tweed Town Council extraordinary meeting held on 22nd September 2025

68.25.Part 1- Items for Decisions

Review the notes of the Working Groups and discuss any recommendations to Full Council

69.25.Notes of the Environment and Communities Group

To receive an update from the Lead Member on the recent meeting of the Working Group and to consider any recommendations to Full Council.

70.25.Notes of the Business and Administration Working Group.

To receive an update from the Lead Member on the recent meeting of the Working Group and to consider any recommendations to Full Council.

71.25.Date of Next Meeting

The next meeting of the Council will be held on Monday 24th November at 18:00

72.25.Part 2 - Confidential Items

TO PASS A RESOLUTION to exclude members of the public and press from the meeting at Part 3 of the agenda (if required) in view of any confidential items under discussion. These will usually relate to exempt staffing matters or contractual matters which may be commercially sensitive.

73.25.Confidential Matters

Any confidential matters (if required) arising from discussions of the Working Group notes.

2025-09-22 - Full Council [In-person] - Minutes.pdf

2025-10-06 - Environment and Communities Working Group In-person - Notes F~.docx

2025-10-13 - Budget and Administration Working Group - Minutes.docx

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.

BERWICK-UPON-TWEED TOWN COUNCIL



Environment and Communities Working Group

Time and date

Monday 6th October 2025 at 18:00

Place

Berwick-upon-Tweed Town Council

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

In Attendance

Cllr Jane Turton – Chair

Cllr Janice Bowden

Cllr Robert Bruce

Cllr Laura Hawken

Cllr Rosmary Mackenzie

Cllr Thomas Stewart

Cllr Anne Forbes (Ex officio)

Cllr Mike Greener (Ex officio)

Apologies

Cllr John Robertson (Mayor)

Iain McCready – Chief Officer

AGENDA

1. Apologies for absence

The meeting commenced with a discussion regarding apologies for absence. The Chair asked if apologies had been received, and it was confirmed apologies had been received from Cllr Robertson and the Chief Officer.

2. Disclosures of Interest

Following the apologies, the meeting proceeded to disclosures of interest. None were received.

3. Notes of the previous meeting.

The working group agreed that the notes were a true record of the meeting with the corrections noted at full council. Cllr Hawken requested the copy of the notes presented in the meeting papers could in future be the updated copy. All agreed. Cllr Hawken also asked if the term 'the working group' could be used instead of 'the council' in all working group notes. All agreed.

4. Decisions from Full Council

Councillors reviewed the decision log from full council and Officers briefly updated the working group on the progress so far. Officers updated that the Berwick Youth Project were updating documents which would be sent off over to BTC then a planning application would be submitted. Lidle had been contacted about potential sponsorship for the bench. The bus shelter supplier had been contacted to schedule delivery and dates were being arranged. Cllr Hawken asked if the document could be enlarged and a date and title be added to the top of the document. Officers will make the necessary changes. Cllr Hawken asked Officers to investigate a burnt-out bin by the Chandlery.

5. Play Areas

The Operations Manager provided a verbal update on the condition of play areas. It was reported that a conditions report had been initiated and would be completed by November including items not covered by the ROSPA reports.

6. Floral Displays

The Operations Manager gave a verbal update on the floral displays. Stating the summer planting had been removed and the hanging baskets were to follow later in the week. The spring bulbs and winter planting would follow shortly after. Officers stated the 2026 sponsorship platform would soon be going live. The working group asked if the sponsorship was for a calendar year or a season. Officers stated they would confirm with Chief Officer. The working group asked if Officers could contact the Riders Association to remove the bunting as it is starting to deteriorate.

7. War Memorials

The Operations Manager gave a verbal update on the maintenance of war memorials. It was noted that maintenance is still ongoing, and efforts to brighten up the memorials using materials from existing stock continue. The legal process with Northumberland County Council is ongoing, the working group asked officers to email NCC to keep the progress moving.

8. Bin Request

The working group considered the request from a local resident to place a bin at both the top of Falloden Terrace and at the exit of Falloden Park. Officers stated the council had suitable bins in stock. Officers reminded the working group about the previous issues of vandalism of the bins previously situated in those areas, especially the exit of Falloden Park being thrown off the bridge and onto the road below. Officers also stated ways to mitigate vandalism at the top of Falloden Terrace. Taking this into consideration the working group decided to recommend installing a bin at the top of Falloden Terrace. Officers tasked to seek NCC permission ahead of full council.

9. Trees on Riverside Walk.

The working group reviewed, and email sent from Cllr Stewart to County Cllr Hill about the loss of several trees on the riverside walk. The working group discussed potential ways of having trees reinstalled that were cost neutral to both authorities such as memorial trees. Cllr Stewart highlighted the fact that Northumbria Water will soon be undertaking a major infrastructure project within Berwick, and it would be prudent to check with Northumbria Water to ensure any trees planted do not have to be removed for the work. The working group tasked officers to pick the issue up with Cllr Hill and look contact Northumbria Water for more detailed plans in the area.

10. Estate Christmas Trees.

The working group discussed potential locations for estate Christmas Trees as agreed at the last meeting of Full Council. Members were asked to recommend areas within their wards. Officers will confirm costings and budget availability as well as look into potential sponsors. Officers stated that budget may restrict the numbers available.

Areas highlighted for trees.

Lower Spittal – Promenade by picnic benches, Carr Rock

Upper Spittal - Bottom of Spittal Hall Road, bus stop turning circle, Spittal shop, opposite Billendean Terrace

Grove – No Grove Councillor Present, TBC

Stadium – Adjacent to post box Etal Road/Roberts Lodge junction, Shielfield Terrace/Cornhill Road Junction

St Boisil – Queens Gardens, Pets at Home Beds

Castle – No Castle Councillor Present. TBC

Magdeline – Newfields opposite McDonalds, Highfields opposite old Aldi, Westfield green space by garages, opposite Tweedmouth Middle School

II. Items For Future Agendas

1. Declaration of Climate Emergency (Officers to check if this has already been done)
2. Northumbria Water
3. Assets of Community Value
4. Public Access Defibrillators
5. Spittal Promenade
6. 5 Arches Park Entrance
7. Westfield Park
8. Bus Stop Repairs and relocation
9. Town Centre Garden/Additional Trees
10. Woodland Walk
11. Town Forum Updates
12. Bus/Rail Timetables
13. Spa Well Issues.

Recommendations:

- **Item 8.** Full Council to install a little bin at the top of Falloden Terrace with NCC Permission.

On Going Tasks

- **Item 3.** Full Council to Updated/Corrected notes be used in working group meeting papers
- **Item 3.** The term 'the working group' be used instead of 'the council' in working group notes
- **Item 4.** Officers to make changes to enlarge decision log document and to add date and title to head of document.
- **Item 4.** Officers to investigate burnt out bin by Chandlery.
- **Item 5.** Officers to continue Play Area Conditions report to be brought back to ECWG in November.
- **Item 6.** Officers to confirm sponsorship term length.
- **Item 6.** Officers to contact Berwick Riders Association to ask for bunting to be removed.
- **Item 7.** Officers to progress War Memorials transfers and email NCC Officers
- **Item 8.** Officers to seek NCC permission for bin install before full council.
- **Item 9.** Officers to contact Northumbria Water and Cllr Hill.
- **Item 10.** Officers to confirm total costs and budget available, chase councillors for locations if not provided.
- **Item 11.** Officers to add items to the next agenda

Date of next meeting; Monday 03rd November 2025.

BERWICK-UPON-TWEED TOWN COUNCIL



Budget and Administration Working Group

Time and date

Monday 13 October 2025 at 18:15

Place

Council Offices, Marygate

Notes

In Attendance: Cllrs Philip Rowe (Chair), Mike Greener, Rosemary Mackenzie and Thomas Stewart.

Officers Present: Iain McCready (Chief Officer) and Steve Cozens (Finance Officer).

25.25. Apologies for absence

The meeting commenced at 18:04, The chair started with the agenda item regarding apologies for absence. Apologies were noted from Cllr Catherine Seymour.

26.25. Disclosures of interest

The discussion on disclosures of interest was brief. No disclosures were mentioned.

27.25. Notes of previous meeting

The notes from the previous meeting were reviewed. There was a discussion about the dates and the accuracy of the notes. Some members confirmed that the notes were correct, and there were no significant objections. The group agreed to approve the notes, although one member abstained from commenting as they were not present at the previous meeting.

Decision: The notes from the previous meeting were approved.

28.25. Tourism and Regeneration Task Group

The notes from the Tourism and Regeneration Task Group meeting held on 17th September 2025 were considered. There was a discussion about the organisation of public events and the need for improved communication with the Mayor's Secretary to ensure proper publicity. The Salmon Queen Festival was mentioned, with plans to expand the event for its 80th anniversary. The group agreed that the notes were accurate and approved them.

Decision: The notes from the Tourism and Regeneration Task Group meeting held on 17th September 2025 were approved.

29.25. Quayside Project

A report on the Quayside Project was received. The discussion focused on the pilot project for arts and crafts units. Concerns were raised about the duration of the pilot, storage of units when not in use, and the potential need for railings along the river wall for public safety. The group agreed on the recommendations and noted the award of £10,000 for the

project. There was a mention of seeking approval from the Freeman Trustees, and it was agreed to communicate with them.

Recommendations for Full Council: Members are asked to:

- 1. Note the successful award of Destination Neighbourhoods Pilot funding for the Quayside Artisan Units project.**
- 2. Approve continuing with the pilot as set out above.**
- 3. Authorise Officers to seek the necessary permissions from Northumberland County Council to site and operate the units.**
- 4. Agree that updates and evaluation be reported back to Full Council at key milestones.**

30.25. Town Centre Signage

The report on town centre signage was discussed, including quotations for fingerposts and maps. Members expressed the need to see visual representations of the signage before recommending it to full council. The discussion also touched on the design and copyright costs for the maps. It was decided to defer the decision to the November budget meeting to gather more information and ensure the maps are appropriately proofed.

Decision: The decision on town centre signage was deferred to the November budget meeting to gather more information.

31.25. Cowes Building Project

Cllr P Rowe provided a verbal update on the Cowes Building Project. There is a meeting scheduled with the preservation trust to discuss potential ideas and funding sources. The discussion highlighted the involvement of various stakeholders, including Historic England and local lottery funding coordinators. The importance of informing the wider community and full council about the project's progress was emphasised. The group agreed to take the update to the next council meeting.

Decision: The group agreed to take the update on the Cowes Building Project to the next council meeting.

32.25. Market Task Group

The notes from the Market Task Group were reviewed. There was a proposal to invite Jane Monroe, who has experience setting up markets, to provide insights. The discussion included potential themes for the market and the need to resolve structural issues. It was suggested that Cllr P Rowe and Iain McCready meet with Jane Monroe to gather information before the next group meeting. There were corrections noted in the transcript regarding names and spelling errors.

Task: Invite Jane Monroe to provide insights on setting up markets.

Task: Meet with Jane Monroe to gather information before the next group meeting.

33.25. Christmas Task Group

The discussion centred around the involvement of local shops in dressing up their windows for Christmas. The idea of themed lighting, similar to displays seen in Derbyshire and Belper, was proposed. The possibility of using festoon lighting was discussed, although concerns were raised about the feasibility of implementing such decorations within the current year's timeframe, given that many shops might have already allocated their Christmas budgets.

It was mentioned that Stephen Scott from the Chamber of Trade mentioned a loyalty scheme launching next week, which could be leveraged to encourage shops to participate in window displays. The importance of coordinating efforts with the Chamber of Trade was emphasised, given their existing database of participating shops. The idea of supplying wreaths with LED lighting to shops was also considered, although practical concerns about attachment to various door types were raised.

The urgency of planning for Christmas decorations was acknowledged, with suggestions to start preparations in January for the following year. A paper discussing festive lights and potential improvements was proposed for the November meeting. The need for scaffolding to support festoon lighting across Marygate and the butter market was identified, with the

potential to extend the scaffolding poles to prevent damage. The idea of using battery lights for window displays was also considered.

A meeting was deemed necessary to consolidate these ideas and budget considerations for next year's Council budget. It was agreed that prices and ideas should be gathered within the next three and a half weeks to present at the November Council meeting. The inclusion of the Chamber of Trade in these discussions was affirmed.

Task: Gather prices and ideas for Christmas decorations within the next three and a half weeks to present at the November Council meeting.

34.25. Premises

The premises report was discussed, with some members needing to excuse themselves due to potential conflicts of interest. The report included options about Barclays and potential expenditures. It was suggested that the Council should defer decisions until deeper questions could be answered in early November. The importance of not rushing into long-term decisions without thorough consideration was highlighted. The potential impact of losing Barclays was noted, but it was agreed that there was no immediate need to make a decision. The report would be revisited once more information was available.

35.25. Expenditure vs budget year to date

The expenditure versus budget report was reviewed, with detailed discussions on various budget lines. It was noted that there was an overspend on equipment and furniture, with suggestions to allocate money from reserves at the end of the year if necessary. The Chief Officer provided explanations for overspending in certain areas, such as office software and e-mail formula, due to additional charges for transitioning to web-based systems. It was noted that some expenditures were planned and would be balanced by reallocating funds from reserves.

The importance of understanding the breakdown between admin costs and frontline services was discussed, with suggestions to re-evaluate the staffing budget for next year. The need to consider public transparency in budgeting decisions was emphasised. Overall, the report showed that while some budget lines were overspent, others were underspent, and the Council was on track to manage the budget effectively.

36.25. Grant applications

The grant application from the Rotary Club for support for the Christmas Market was discussed. It was noted that the Council had created a problem by reducing the space available for stalls, necessitating the extension onto the road. The Council felt obliged to recommend the grant application to ensure the market goes ahead. The idea of moving to a Service Level Agreement (SLA) structure for regular community events was considered, to streamline funding processes and ensure consistent support.

Recommendation for Full Council: That Council make a grant of £1,200 to the Rotary Club of Berwick-upon-Tweed.

37.25. Budget provision for the coming year and beyond

The discussion focused on planning the budget for the upcoming year and future periods. The importance of setting a clear budget to ensure the Council can meet its financial obligations and support community initiatives was emphasised.

Recommendation for Full Council: The Council to agree to set a clear budget to ensure financial obligations are met and community initiatives are supported.

38.25. Notification of payments and receipts

The payments and receipts for August and September were reviewed. It was noted that this was a physical duplicate of payments sent out via e-mail, and no issues were identified. The importance of receiving a report on receipts in future meetings was highlighted.

39.25. Bank reconciliations

The bank reconciliation processes for August and September were noted, with no issues identified.

40.25. Purchase orders

The purchase orders raised were noted, with no comments or issues raised.

41.25. AGAR

The Working Group discussed a minor note on the AGAR (Annual Governance and Accountability Return) highlighting that the accounts had been open for public inspection for **31 days** instead of the required **30 days**. This meant that, technically, a member of the public wishing to object on the 31st day would not have been able to do so formally. The Council acknowledged the issue and agreed to ensure full compliance with the 30-day requirement in future years. The discrepancy arose from a date calculation error, as a bank holiday observed only in Scotland had been mistakenly included.

Recommendation for Full Council: The Council to acknowledge the receipt of the AGAR for the 2024-25 accounts.

42.25. Internal Auditor

The Council was informed that their current internal auditor would not be providing services for the next financial year. Efforts to find a new internal auditor were detailed, with David Newman from Newcastle expressing interest. His costs were outlined, and it was noted that his services would be more expensive than the current auditor. The Council agreed on the necessity of having an internal auditor and considered the costs acceptable.

Recommendation for Full Council: The Council to agree on the necessity of having an internal auditor and consider the costs acceptable.

43.25. Accounting Software

A verbal update from the Finance Officer was received regarding the accounting software. It was noted that there had been additional costs due to transitioning to web-based systems, and future costs were yet to be determined. Additional info including costs will be brought to the next meeting as soon as it's available.

44.25. NCC Governance Review

The NCC Governance Review documents were discussed, with no specific details provided in the transcript segment.

Recommendation for Full Council: Council to discuss the review and return the completed forms to NCC.

45.25. Items for next agenda and actions arising

Items for the next agenda were confirmed, and actions arising from the meeting were agreed upon. The importance of planning and budgeting for future meetings was emphasised.

46.25. Date of next meeting

The next meeting of the Budget and Administration Working Group will be held on Monday, 10 November 2025, at 6:00 pm.