BERWICK-UPON-TWEED TOWN COUNCIL

Full Council

Time and date
Monday 23 November 2026 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**

Dear Councillor

The Agenda for the meeting is set out below.

Iain McCready
Proper Officer
18 November 2026

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 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 10 in the public gallery.

BERWICK-UPON-TWEED TOWN COUNCIL

2026-11-23 18:00 - 20:00

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AGENDA

87.26.Members of the Council

Members of the Council: Cllr Jane Turton (Mayor), Cllr Rosemary Mackenzie (Deputy Mayor) Cllr Janice Bowden, Cllr Nicole Brooke, Cllr Graham Brown, Cllr Rachel Driver, Cllr Mike Greener, Cllr Laura Hawken, Cllr Paul Hillier, Cllr Amy Izat, Cllr Ayrin Khan, Cllr John Robertson, Cllr Stephen Scott, Cllr Catherine Seymour, Cllr Gary Smith and Cllr Thomas Stewart

88.26.Apologies for Absence

To receive apologies for absence and, in accordance with Section 85 of the Local Government Act 1972, to consider and approve the reasons given for absence.

89.26.Disclosure of Interests

To receive declarations of Disclosable Pecuniary Interests and/or other interests in respect of any item on the agenda, in accordance with the Localism Act 2011 and the Council's Code of Conduct, and to consider any requests for dispensations. Members are requested to complete the attached Declaration of Interests form where applicable.

90.26.Open Session

To provide an opportunity for members of the public to make representations, ask questions or give evidence in respect of business on the agenda. The period for public participation shall not exceed 15 minutes in total, with each person permitted to speak for a maximum of 3 minutes, in accordance with the Council's Standing Orders.

91.26.Declarations of Acceptance of Office

To receive the signed Declarations of Acceptance of Office from the newly elected councillors for St Boisil's Ward and Magdalene Ward. Any declarations still outstanding will be signed at the meeting in the presence of the Chief Officer in accordance with **section 83(4) of the Local Government Act 1972.**

92.26.Minutes

To approve and authorise the Chair to sign as a correct record the minutes of the Berwick-upon-Tweed Town Council meeting held on **28 September 2026**, in accordance with **Schedule 12, paragraph 41 of the Local Government Act 1972**.

93.26.Mayor's Six-Month Report

To receive and note the attached report of civic engagements undertaken by the Mayor and Sheriff during the first six months of the 2026/27 mayoral year.

94.26.Part 1- Items for Decisions

Working Group Updates and Recommendations
To receive and review the notes of the Council's Working Groups and to consider any recommendations requiring a decision by Full Council.

95.26.Planning Committee Membership

To consider appointing additional Councillors to the Planning Committee to strengthen its membership and support regular attendance and effective consideration of planning applications.
Recommendation: That Councillors be invited to put themselves forward for appointment to the Planning Committee and that Council agrees any additional appointments

96.26.Standing Orders Review

To consider the attached report and adopt the revised Standing Orders following the councillor review held on 17 November 2026, including the proposed arrangements for civic appointments, trustee appointments, motions and meeting records, and their implementation dates.

97.26.Transfers from Earmarked Reserves

To receive and note the RFO's report on transfers from earmarked reserves to fund agreed projects and expenditure, including the Woodland Walk, Neighbourhood Plan and election expenses.

98.26.2027/28 Draft Budget and Precept

To consider the basis on which the RFO should prepare the next draft budget for 2027/28.
At its meeting on 12 November 2026, the Budget and Administration Working Group voted to ask officers to prepare the next draft on the basis of a £70,000 increase in the precept.
The £70,000 represents the second year of the Council's agreed plan to fund more of its core expenditure through the precept and free up Schedule III income for projects, good causes and grants. The RFO will review individual budget lines and seek savings wherever possible, including through reviewing contracts and considering grants and external contributions. The findings and revised draft budget will be reported to the next Budget and Administration Working Group, ahead of submission to Full Council in December.
The Working Group also proposed exploring whether part of the uplift could support youth provision through a fixed-term arrangement with an existing provider. Officers would explore the options and bring a proposal back to Council setting out the service, intended benefits, cost and duration.
Council is requested to

1. **Agree to use a £70,000 precept increase as the basis for preparing the next draft budget.**
2. **Ask the RFO to review individual budget lines, identify savings wherever possible and report the findings to the next Budget and Administration Working Group.**
3. **Ask the RFO to prepare the revised draft for submission to Full Council in December, showing the effect on the Band D council tax charge and taking account of the latest available Schedule III figure.**
4. **Ask the RFO to explore a fixed-term arrangement with an existing provider to support youth provision, potentially funded from part of the uplift, and bring a proposal back to Council for a separate decision.**

The final budget and precept will return to Full Council for approval.

99.26.Notes of the Budget and Administration Working Group.

To consider the recommendations and actions arising from the **Budget and Administration Working Group meeting held on 12 November 2026**. Full notes of the meeting are included in the agenda pack.
Council is requested to:

1. **Financial monitoring and earmarked reserves — item 46.26**
   Receive the revised income and expenditure report, showing which project costs are funded from earmarked reserves, including the Woodland Walk and Neighbourhood Plan.
2. **2027/28 project priorities and splash park — item 47.26**
   Note the proposed focus on completing approved and outstanding projects in 2027/28. Note that officers will bring back options for the splash park, with estimates of capital and running costs and information on usage and maintenance.
3. **Annual Investment Strategy — item 49.26**
   Consider the Working Group's support in principle for spreading deposits across institutions and identifying a secure, interest-bearing account for the general reserve, with provision for occasional withdrawals without penalty. Detailed arrangements will be brought back for consideration.
4. **Town Hall office refit — item 51.26**
   Note the progress update following CSY's appointment and that officers will check whether the existing drawings could reduce the architectural fees.

100.26.Notes of the Environment and Communities Working Group

To consider the recommendations arising from the Environment and Communities Working Group meeting held on 7 October 2026. Full notes of the meeting are included within the agenda pack.
Council is requested to consider the following recommendations:

1.
    1. **Funding for Local Communities to Restore Nature - item 11**
       Recommend for officers to engage with Northumberland County Council and partner organisations to access funding through DEFRA
    2. **The Great British Spring Clean - item 12**
       Instruct officers to sign Berwick-upon-Tweed up to the Great British Spring Clean
    3. **Glyphosate use in Berwick-upon-Tweed - item 13**
       Instruct officers to write to Northumberland County Council to request an alternative to chemical maintenance of areas within 5m of the river Tweed and its tributaries.
    4. **Glyphosate use in Berwick-upon-Tweed - item 13**
       Instruct officers to write to Northumberland County Council to request they consider launching the Chemical Free Communities initiative.
    5. **Glyphosate use in Berwick-upon-Tweed - item 13**
       Instruct officers to write to Northumberland County Council to request a proper Environmental Impact Assessment Study be undertaken to assess potential damages and explore alternatives to chemical use
    6. **Tide Time Books - item 15**
       Approve the spending of £196 to cover the outstanding invoice from the 2026 print run.
    7. **Tide Time Books - item 15**
       Instruct officers to organise the 2027 print run of the Tide Times Book with the costs to be covered by sponsorship/advertising/sales.
    8. **Small Schemes Request - item 16**
       Approve the small schemes adoption request from County Cllr Hill
    9. **Shop Front Vinyl Project - item 17**
       Approve the spending of up to £2800.90 on the shop front vinyl project subject to building owners' permission and all financial regulations been met.

101.26. Appointment of Corporation (Freemen) Trustees

The Council appoints five of the ten trustees responsible for managing the charity's land, property and investments, including the Town Hall. Appointees may be councillors or eligible members of the wider community and must act in the charity's best interests.
Council is requested to receive nominations and vote to appoint five trustees to the Berwick upon Tweed Corporation (Freemen) Trustees for a one-year term commencing at the Trustees' Annual Meeting in December 2026.

102.26. Date of Next Meeting

The next meeting of the Council will be held on Monday 14th 2026 at 18:00.

103.26. Part 2 - Confidential Items - Resolution

To consider and, if appropriate, PASS A RESOLUTION pursuant to Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 to exclude the press and public from Part 3 of the meeting on the grounds that publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.

Part 3 will include consideration of the draft minutes of the previous confidential session of Full Council, which contain confidential information relating to staffing and contracts.

104.26. Part 3 - Confidential Matters

1. **Draft minutes of the previous confidential session of Full Council**
   To consider and, if appropriate, approve the draft minutes as an accurate record. The minutes contain confidential information relating to staffing and contracts.

2. **Confidential matters arising from the Working Group notes**
   To consider any confidential matters arising from the Working Group notes, if required.

BERWICK-UPON-TWEED TOWN COUNCIL

Council

Time and date
Monday 26 October 2026 at 18:00

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

MINUTES •

Members of the Council	Members Present
Cllr Jane Turton (Mayor)	Cllr Jane Turton (Mayor)
Cllr Rosemary Mackenzie (Deputy Mayor)	Cllr Janice Bowden
Cllr Janice Bowden	Cllr Graham Brown
Cllr Graham Brown	Cllr Rachel Driver
Cllr Rachel Driver	Cllr Michael Greener
Cllr Mike Greener	Cllr Laura Hawken
Cllr Laura Hawken	Cllr Paul Hillier
Cllr Paul Hillier	Cllr Ayrin Khan
Cllr Ayrin Khan	Cllr Stephen Scott
Cllr John Robertson	Cllr Catherine Seymour
Cllr Stephen Scott	Cllr Gary Smith
Cllr Catherine Seymour	Cllr Thomas Stewart
Cllr Gary Smith	
Cllr Thomas Stewart	

In attendance (Officers):
Iain McCready, Chief Officer / Proper Officer
Stephen Robinson, Operations Manager

80.26. Members of the Council

The members of the Council are listed above. At Councillor Hillier's request, members observed a minute's silence in remembrance of the anniversary of the Aberfan disaster.

The Mayor addressed a claim on social media about notice of the meeting. She stated that the summons and agenda had been sent to councillors and that public notice had been displayed in the Council office window three clear days before the meeting. She explained the Council's position on the statutory notice requirements and the separate arrangements for website publication.

81.26. Apologies for Absence

The council noted that Cllr John Robertson and Cllr Rosemary Mackenzie were absent and had sent apologies.

82.26. Disclosure of Interests

No declarations were received at the start of the meeting. Councillor Stewart referred to his position as a Freemen Trustee during the Town Hall discussion under item 89.26.

83.26. Open Session

The Mayor opened the public participation period, reminding those present of the overall limit of 15 minutes and the limit of three minutes per speaker.

Councillor Brown responded to recent social media criticism of Council staff concerning pay and notice of the meeting. He said staff pay was set in line with national rates and that paying the appropriate rate supported recruitment. He expressed concern that staff could not respond publicly to the criticism.

84.26. Minutes

Council considered the minutes of the meeting held on 28 September 2026.

Decision: The minutes of the Council meeting held on 28 September 2026 were approved as a correct record.

85.26. Part 1 - Items for Decisions

Council proceeded to the appointments, Working Group updates and recommendations, and the remaining items for decision.

86.26. Appointment of Cllr Stephen Scott to Working and Task Groups

Councillor Scott confirmed that he wished to join the Environment and Communities Working Group and the Budget and Administration Working Group.

Decision: Councillor Stephen Scott was appointed as a voting member of both Working Groups for the remainder of the 2026/27 council year.

87.26. Planning Committee Membership

Council invited additional members to join the Planning Committee. Councillor Bowden indicated that she wished to step down from her markets role. No replacement for that role was agreed.

Decision: Councillors Bowden and Scott were appointed to the Planning Committee. Councillor Hawken was appointed onto the Markets Task Group.

88.26. Notes of the Environment and Communities Working Group

Council received the notes of the meeting held on 7 October 2026. The Chair reported that volunteers proposed to form a community interest company to continue the Berwick Beer and Food Festival. Market income had reached approximately 92% of the annual projection, and a fuller income and expenditure report would go to the Budget and Administration Working Group.

The Chair also reported on tree planting priorities and the need to establish what environmental data was already available to inform the biodiversity and sustainability strategy. Council heard updates on the Woodland Walk, the war memorial and cemetery matters outstanding with Northumberland County Council, and exploratory work on additional shopfront vinyls.

Councillor Seymour asked about the officer time and cost of supporting the festival and investigating mural sites. The initial estimates were approximately two hours for the festival and one hour for the mural work. An abstention was recorded on the mural recommendation.

Councillor Robertson asked whether the Northumbrian Water submission could be more ambitious. Officers explained that the social value programme was intended for small capital projects and that wider proposals could be pursued separately as part of the wider investment programme.

Decision: Council supported the submission of the Berwick Beer and Food Festival grant application in principle, subject to the formal application and supporting paperwork being submitted through the December grants process.

Decision: Council approved officer support during the initial setup stages of the festival.

Decision: Council authorised officers to investigate funding and seek building owners' permission for potential mural art sites in Berwick.

Decision: The Council's Northumbrian Water social value submission would seek community green spaces that educate residents and visitors about local history and biodiversity.

89.26. Notes of the Budget and Administration Working Group

Council received the notes of the meeting held on 9 October 2026. Members heard that the Markets Task Group would investigate more substantial screening for the Buttermarket and that this year's festive displays would use the existing stock, with options for future displays to be considered next year.

Legal work on the Town Hall heads of terms was ongoing. Councillor Stewart reminded members that he had declared an interest as a Freemen Trustee when the Working Group considered the heads of terms. In response to Councillor Seymour, members were advised that the proposed annual rent was £6,000 for the main office and £4,000 for the separate internal meeting room. Members were advised that Full Council meetings would be held elsewhere while the upstairs accommodation remained inaccessible.

On the office refit, members discussed excavation for drainage, potential archaeological requirements and the risk of delay. Coordinating some of the work with the Freemen Trustees' proposed refurbishment could reduce disruption and allow shared costs. Councillor Seymour raised concerns about provision in the interim given the lack of a firm timetable for the Trustees' works. An abstention was recorded on the refit recommendation.

Members were advised that the proposed reserves adjustments would change the allocation of existing funds. The figures reported were £150,000 in the general reserve, £90,533.01 in the projects reserve and £15,500 earmarked for an employer National Insurance shortfall relating to earlier financial years. The Budget and Administration Working Group would review the reserves in November before bringing recommendations to Full Council. The Chief Officer had contacted HMRC and was working with the accountant to confirm the liability, the split between financial years and the cause of the error.

Council noted the year-to-date expenditure update and heard that the Schedule III income estimate for the coming year was expected to be confirmed by early December.

On Freemen admissions, members heard that the £25 fee paid by applicants recovered only part of the Council's estimated administration and meeting costs. The Chief Officer would meet Michael Herriott to discuss the Guild's admission arrangements and the Council's role and costs.

Decision: Council approved the Town Hall project risk-management arrangements and initial risk register and designated the Chief Officer as accountable project lead. The evidence and approvals identified for each project stage were required, and updated risk and affordability information would return to Council before further commitments were made.

Decision: Council agreed to proceed with the simpler initial Town Hall office refit, deferring installation of the accessible WC while reserving space and incorporating the partition needed for its future installation.

Decision: Council agreed to seek a revised scope and fee from CSY for the simplified scheme and to consider which work could be managed in-house while retaining the necessary conservation expertise.

Decision: Council agreed to adopt the revised Financial Regulations and corresponding Scheme of Delegation provisions, subject to the accountant confirming the procurement drafting. The incidental emergency staff spending limit was set at £50.

Decision: Council increased the Freemen admission fee from £25 to £100 per applicant with immediate effect.

90.26. Recognition of Berwick Bandits Speedway Team

The Mayor proposed that Council congratulate the Berwick Bandits Speedway Team on its recent success and hold a civic event in its honour. The proposal was seconded and carried. Members discussed the budget and agreed that the likely numbers and arrangements would be brought back to the next meeting.

Decision: Council congratulated the Berwick Bandits Speedway Team and agreed to hold a civic event in recognition of its achievement. The Mayor and Chief Officer would develop arrangements in consultation with the team and report back to Council.

91.26. Date of Next Meeting

The next meeting of the Council was confirmed for Monday 23 November 2026 at 18:00.

92.26. Part 2 - Confidential Items - Resolution

The Mayor put forward a motion under section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 to exclude the press and public from Part 3 on the grounds that publicity would be prejudicial to the public interest by reason of the confidential nature of the business. A member of the public asked for the grounds to be stated more precisely. The Mayor withdrew the general reference to commercially sensitive information and specified staffing matters and contractual negotiations as the grounds for the proposed exclusion.

93.26. Part 3 - Confidential Matters

Mayors 6 month report

DATE	EVENT	VENUE	ATTENDING
16/05/26	Headway group 20th anniversary	Northern View	M. S.
22/05/26	Main Guard preview	Main Guard	M. S.
05/06/26	Art Exhibition – Joan Eardley	Granary Gallery	M. S.
10/06/26	Berwick Play	Spittal Community Centre	M.
22/06/26	Heart and Soul – Berwick Shines	Maltings gallery	M. S.
27/06/26	Armed Forces Day	Town Hall	M. S.
03/07/26	Berwick Middle School prize giving	Holy Trinity Church	M.
03/07/26	Scremerston Festival – quiz opening	St. Peters Church	M. S.
07/07/26	**Freeman Admissions**	Town Hall	M. S.
08/07/26	Curfew Run	Barracks	M. S.
16/07/26	Jimmy Strength	Marygate	M. S.
17/7/26	Crowning of Salmon Queen	Queens Gardens	M. S.
19/7/26	Feast Service	St. Boisils Church	M. S.
21/07/26	Fishers Arms	Horncliffe	M. S.
21/07/26	Art exhibition	Norham	M. S.
24/07/26	Feast Cup	Tweedmth. Bowling Club	M. S.
30/7/26	Northumberland in bloom - meet	Council offices	M. S.
31/0726	Berwick Art Group exhibition	St Aidan's Hall	M. S.
1/8/26	Minden Day	Town Hall/Barracks	M. S.
6/8/26	Art Studio - opening	Harrow Bank	M. S.
19/8/26	Northumberland Voluntary Forum	Tweed Street	M. S.
29/8/26	Freemens Guild Dinner	Guildhall	M. S.
30/8/26	Liam Muckle Memorial	Rugby Club	M. S.
31/8/26	Cricket Club	Berwick Cricket Club	M. S.
10/9/26	Art Festival-James Herriott	Old Brewery Art Studio	M. S.
19/9/26	Quiz for Mayor's Charity	Spittal Bowling Club	M. S.
20/9/26	Church-Deanery	Berwick Parish Church	M. S.
26/9/26	Sheriffs Weekend	Lichfield	S.
29/9/26	**Freeman Admissions**	**Town Hall**	M. S.
29/9/26	Garden House Care Home	Spittal	M. S.
30/9/26	Mini Police	Berwick Parish Church	M. S.
8/10/26	Youth Project visit	Youth Project	M. S.
8/10/26	Turret Villa Care Home	Tweedmouth	M. S.
9/10/26	Tweedmouth House Care Home	Tweedmouth	M. S.
10/10/26	Mayors Club Dinner	Town Hall	M. S.
11/10/26	Rise – Suicide quilt group	Community Trust	M.
15/10/26	Dementia Group	St. Cuthberts Hall	M. S.

DATE	EVENT	VENUE	ATTENDING
17/10/26	Lighthouse celebration	Pavillion Berwick beach	M.
28/10/26	Castle Vale Park – new artwork	Lily Pond	M. S.
28/10/26	Tweedview care home	Tweed Street	M. S
31/10/26	Burrell collection – opening day	Granary Gallery	M. S.
4/11/26	Holy Trinity School 300th anniversary	H.T. School	M. S.
6/11/26	Burying Time Capsule	Archives room - Barracks	M. S.
7/11/26	Quiz for Mayor's Charity	Tweedmouth Bowling Club	M. S.
8/11/26	Remembrance Sunday	Various	M. S.
10/11/26	Royal Border Bridge - sign	Tweedmouth	M. S.
11/11/26	Circle of Peace	Holy Trinity School	M. S.
12/11/12	Hillside Lodge care Home	Prior Park	M. S.
21/11/26	Charity stalls	Guild Hall	M. S.

BERWICK-UPON-TWEED TOWN COUNCIL

STANDING ORDERS REVIEW

Berwick-upon-Tweed Town Council
Report to Full Council on 23 November 2026
Chief Officer Iain McCready
18 November 2026

Full Council is asked to consider the proposed amendments arising from the councillor review held on 17 November 2026 and approve the accompanying red review copy, subject to the specific points requiring confirmation below. The review discussion was advisory. Any amendment requires a resolution of Full Council.

1 Recommendations

- **Approve the amendments summarised in this report and shown in red in the accompanying standing orders, subject to the Council's decisions on the drafting points in section 4.**
- **Apply the civic appointment arrangements to the May 2027 annual meeting and its preparatory nominations and training. Apply the new trustee statements, continuity and service-limit requirements from the November 2027 appointments. Apply the remaining amendments from adoption.**
- **Confirm the detailed choices in section 4, including the nomination date, treatment of previous and part-year civic service, Sheriff residence wording and the trustee appointment provisions.**
- **Authorise the Chief Officer to prepare the adopted copy following the Council's resolutions, remove review markings, refresh the contents and revision record, and correct consequential numbering and cross-references without changing the policy approved by the Council.**
- **Arrange a separate Sheriff role description and circulate the trustee role description with the appointment papers. Consider any change to the public questions procedure as a separate item.**

2 Background and presentation

The proposals have been drawn from the supplied transcript of the 17 November review and compared with the standing orders revised by Full Council on 23 February 2026. The draft records the final proposals reached during discussion, including the change from an earlier four-year period to a six-year period for civic service limits. The existing committee and advisory group structure is retained.

The accompanying review copy shows additions and replacement wording in red and deletions in red strikethrough. Supplementary provisions are labelled 5A and 8A to preserve existing standing order references. The orange meeting markers are changed to blue, following the accessibility request. Page references in the existing contents are withheld pending final pagination.

3 Proposed amendments

Civic nominations and annual meeting procedure

Standing orders 5 and 5A

The election of Mayor remains the first business of the annual meeting and an annual election is retained. A candidate must be proposed by another councillor and seconded by a further councillor. The proposer supplies a written statement and explains the nomination at the meeting. Advance nominations are to be submitted in mid-April in an ordinary year. Nominations are taken at the annual meeting in an ordinary election year. The draft uses 15 April as a specific deadline for approval. The Mayor's declaration is placed before acting in office, subject to the statutory ability to permit later delivery.

Experience training and repeat service as Mayor

Standing order 5A

The final proposal was at least one year's council service, one year chairing a Council committee, Working Group or Task Group, and appropriate training for a first-time Mayor. The normal maximum is two annual terms in any six years, with an express exception for exceptional circumstances. These are drafted as local procedural requirements and expectations, alongside statutory eligibility and the power to suspend a non-statutory standing order. They do not confer a two-year appointment.

Deputy Mayor

Standing order 5A

The immediate past Mayor is to act as deputy for the ensuing mayoral year, supporting continuity and mentoring. This arrangement is to be confirmed at the annual meeting, subject to willingness and eligibility. A separate election for Deputy Mayor is required only if the immediate past Mayor declines, cannot serve, is ineligible or continues as Mayor. The transcript expressly referred to annual ratification of the arrangement. The draft has been corrected to make this the normal succession arrangement, with an election as the fallback. The statutory arrangements for presiding in the Mayor's absence continue to apply.

Sheriff

Standing order 5A

The newly elected Mayor announces a nominee on the night of the annual meeting and Full Council votes separately on that appointment. A serving councillor or a person from the wider community may be nominated. The proposal specifies a minimum age of 18 and a normal limit of two annual terms in any six years. The discussion ended with a residence connection to the town or within three miles, which requires the precise wording confirmed in section 4. A separate role description is to be prepared.

Motions and agenda preparation

Standing order 9

Replace the existing five-clear-day notice period with submission at least 14 calendar days before the meeting, including sufficient explanation and supporting information to prepare an officer report. Apply the deadline to Full Council, committees and advisory groups, as agreed in the discussion. Clarify the

resubmission provision so it follows the same timetable. The existing motions permitted without written notice remain available under standing order 10.

Staffing and officer responsibilities

Standing orders 15 19 and 25

Remove obsolete references to the HR Panel. Describe the Staffing Working Group as advisory and refer appraisal and grievance responsibilities to the adopted employment procedures and Scheme of Delegation. Clarify that councillors may request information and propose business, while instructions to officers follow authorised management arrangements. No additional disciplinary or grievance decision-making power is given to the Working Group.

Working Groups and Planning Committee

Standing orders 4 and 5

Retain the current advisory model. Distinguish the Planning Committee's formally delegated functions and refer group recommendations to Full Council or the authorised decision maker under the Scheme of Delegation. Align the annual review of delegations and tender recommendations with that distinction. Preserve lawful public access to formal committee meetings.

Meeting notes recommendations and attendance

Standing order 12

The discussion moved from a proposed five-day deadline for every record to a prompt summary of recommendations and agreed actions. Each group agenda should end with a summary checked at the meeting. Circulate that summary promptly, with up to 48 hours for factual corrections, followed by fuller notes as soon as practicable. The draft uses two working days as the normal target for the summary. Full Council and the Planning Committee confirm their own formal minutes. A checked recommendation and report may go forward before the advisory group next meets. Publish appropriate public records and attendance information, and flag continuing absence at three months for follow-up. This monitoring point does not itself determine a statutory vacancy.

Media statements

Standing order 22

Keep the Mayor as Council spokesperson, with correspondence coordinated by the Chief Officer under the media policy. Where the Mayor is unavailable, the relevant Working Group lead member may speak on that subject within the agreed Council position and policy, coordinated by the Chief Officer.

Corporation Freemen Trustees

Standing orders 8 and 8A

Provide for five Council appointments at the November Full Council meeting, with eligibility for people who are not serving councillors, subject to the governing instrument. Selection should reflect skills, knowledge and experience. Candidates should provide up to 400 words for circulation with the agenda. The proposed annual term starts at the Corporation Trustees' annual meeting, normally in early December. Normally seek to retain at least three existing Council appointees for continuity, subject to eligibility, willingness and a ten-year total service limit, whether consecutive or otherwise. The new statements, continuity and service-limit requirements begin in November 2027. The 2026 appointments follow the existing process.

Trustee duties and voting

Standing orders 8 and 8A

Appointees must act in the charity's best interests and manage conflicts, including loyalty to the appointing body. The draft implements the request for secret ballots through confidential written selection ballots followed by a public appointment resolution, using the existing eliminating-ballot framework. A councillor's statutory right to request a recorded vote must be honoured, including by replacing or repeating the relevant vote if required. Each vacancy is filled separately to make the procedure workable.

Outside bodies and reports

Standing order 12

Include an opportunity on Full Council agendas for substantive reports from representatives on outside bodies. The draft requires relevant updates where there is business to report, subject to confidentiality and trustee duties. The discussion did not settle a mandatory quarterly trustee report and the draft does not impose one.

Financial and drafting references

Standing orders 17 18 and 19

Align tender decisions with the Scheme of Delegation and Financial Regulations. Replace obsolete general procurement references with the Procurement Act 2023 and applicable regulations, while preserving earlier rules where transitional provisions apply. Refer to the current applicable Practitioners' Guide and correct the staff-record cross-reference. No procurement values or expenditure delegations are amended by this report.

Documents

Standing Orders revised by Full Council on 23 February 2026, including the revision record for resolution 21.26.

Local Government Act 1972, section 15 and Schedule 12 paragraph 13. Open sourceOpen source

Charity Commission, The essential trustee, sections 2 and 3. Open source

Charity Commission register, Berwick upon Tweed Corporation (Freemen) Trustees, charity 222154, governing document listing.

Berwick upon Tweed Town Council Current Year

Detailed Income & Expenditure by Budget Heading 18/11/2026

Month No: 8 **Cost Centre Report**

		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
101	Admin:Staffing								
4000	Salaries - Admin Staff	103,714	54,577	88,384	33,807		33,807	61.8%	
4001	Nat Ins - Admin Staff	13,251	3,940	15,162	11,222		11,222	26.0%	
4002	Pensions - Admin Staff	10,478	4,477	8,000	3,523		3,523	56.0%	
4003	Training - Staff	1,680	5,604	2,060	(3,544)	300	(3,844)	286.6%	
4004	Travel & Subsistence	146	281	618	337		337	45.4%	
4005	Overtime	0	0	10,000	10,000		10,000	0.0%	
4006	Staff Memberships	1,000	695	1,185	490		490	58.6%	
4007	Meetings	570	209	566	357		357	36.9%	
4010	Payroll Cost	2,030	800	1,236	436		436	64.7%	
	Admin:Staffing :- Indirect Expenditure	**132,868**	**70,583**	**127,211**	**56,628**	**300**	**56,328**	**55.7%**	**0**
	Net Expenditure	**(132,868)**	**(70,583)**	**(127,211)**	**(56,628)**				
102	Admin:Office Costs								
4050	Rent - Office	12,500	6,250	12,500	6,250		6,250	50.0%	
4052	Rates - Office	7,078	4,776	11,490	6,714		6,714	41.6%	
4053	Electricity - Office	11,161	2,137	12,875	10,738		10,738	16.6%	
4054	Telecoms	1,514	1,007	2,000	993		993	50.4%	
4055	IT Equipment - Hardware	1,513	550	2,060	1,510	3	1,507	26.8%	
4056	IT Support - Office	0	83	0	(83)		(83)	0.0%	
4057	Equipment & Furniture	1,680	986	1,545	559	(3)	562	63.6%	
4058	Cleaning	889	411	824	413		413	49.9%	
	Admin:Office Costs :- Indirect Expenditure	**36,335**	**16,201**	**43,294**	**27,093**	**(1)**	**27,094**	**37.4%**	**0**
	Net Expenditure	**(36,335)**	**(16,201)**	**(43,294)**	**(27,093)**				
103	Admin:Operational Costs								
4100	Accounting Software	3,258	3,243	3,068	(175)		(175)	105.7%	
4101	Postage	137	41	210	169		169	19.6%	
4102	Stationery	844	493	720	227		227	68.5%	
4104	MFD - Photocopies and printing	2,845	341	1,854	1,513		1,513	18.4%	
4105	Photocopier Support	447	517	412	(105)		(105)	125.5%	
4106	TC Website	758	618	550	(68)		(68)	112.3%	
4107	Recruitment	260	0	0	0		0	0.0%	
4108	Bank Charges	236	238	258	20		20	92.2%	
4109	Office software and email	10,889	3,821	4,000	179		179	95.5%	
4110	HR Support and Governance	1,904	1,298	2,000	702		702	64.9%	
4111	Health and Safety Support	1,485	1,210	1,500	290		290	80.7%	
	Admin:Operational Costs :- Indirect Expenditure	**23,063**	**11,820**	**14,572**	**2,752**	**0**	**2,752**	**81.1%**	**0**
	Net Expenditure	**(23,063)**	**(11,820)**	**(14,572)**	**(2,752)**				

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Berwick upon Tweed Town Council Current Year

Detailed Income & Expenditure by Budget Heading 18/11/2026

Month No: 8 **Cost Centre Report**

		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
104	Admin:Councillor Costs								
4150	Training - Councillor	1,943	35	2,090	2,055		2,055	1.7%	
4151	Travel & Subsistence	0	0	300	300		300	0.0%	
4152	Supplies - items used by cllrs	0	0	200	200		200	0.0%	
	Admin:Councillor Costs :- Indirect Expenditure	**1,943**	**35**	**2,590**	**2,555**	**0**	**2,555**	**1.4%**	**0**
	Net Expenditure	**(1,943)**	**(35)**	**(2,590)**	**(2,555)**				
105	Admin:Statutory Costs								
4200	Insurance - General	2,999	3,021	3,090	69		69	97.8%	
4201	Insurance - Play Area	2,100	2,100	2,163	63		63	97.1%	
4202	Insurance - Public Realm	914	914	979	65		65	93.4%	
4204	Audit - External	1,365	0	1,680	1,680		1,680	0.0%	
4205	Audit - Internal	400	657	1,260	603		603	52.1%	
4206	External Financial Services	2,890	0	0	0		0	0.0%	
4207	Election Expenses	2,922	6,809	7,500	691	1,234	(543)	107.2%	5,695
4209	Insurance- Vans	0	0	4,500	4,500		4,500	0.0%	
	Admin:Statutory Costs :- Indirect Expenditure	**13,590**	**13,501**	**21,172**	**7,671**	**1,234**	**6,437**	**69.6%**	**5,695**
	Net Expenditure	**(13,590)**	**(13,501)**	**(21,172)**	**(7,671)**				
6000	plus Transfer from EMR	0	5,695	0	(5,695)				
	Movement to/(from) Gen Reserve	**(13,590)**	**(7,806)**	**(21,172)**	**(13,366)**				
106	Admin:Miscellaneous Costs								
4250	Publications	125	0	206	206		206	0.0%	
4252	Publicity & Communications	3,250	3,303	2,575	(728)		(728)	128.3%	
4253	Corporate Subscriptions	2,273	1,944	2,000	56	186	(130)	106.5%	
4254	Meeting Expenses	1,389	0	400	400		400	0.0%	
4255	Old Pay Pal Account	1	0	0	0		0	0.0%	
	Admin:Miscellaneous Costs :- Indirect Expenditure	**7,038**	**5,247**	**5,181**	**(66)**	**186**	**(253)**	**104.9%**	**0**
	Net Expenditure	**(7,038)**	**(5,247)**	**(5,181)**	**66**				
201	E&C -Public Space Management								
4500	Public Seat Maintenance	3,425	3,415	4,120	705		705	82.9%	
4501	Public Seat Purchases	120	1,664	5,150	3,486	112	3,373	34.5%	
4502	Bus Shelter Maintenance	5,491	724	2,060	1,336		1,336	35.1%	
4503	Bus Shelter Purchases	15,886	293	20,600	20,307		20,307	1.4%	
4504	Public Realm Works	29,637	6,100	7,400	1,300		1,300	82.4%	
4505	Litter Bins	3,736	3,415	3,500	85		85	97.6%	

Reserve funding note - election expenses 4207 includes a £5,695 transfer from earmarked reserves.
The gross budget variance is shown before that funding. See section 3 of the accompanying report.

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		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4507	War Memorial Maintenance	0	680	0	(680)		(680)	0.0%	
4508	Floral Display Materials	13,006	8,848	7,725	(1,123)	539	(1,663)	121.5%	
4509	S106 Costs	0	9,834	0	(9,834)		(9,834)	0.0%	
	E&C -Public Space Management :- Indirect Expenditure	**71,300**	**34,974**	**50,555**	**15,581**	**652**	**14,929**	**70.5%**	**0**
	Net Expenditure	**(71,300)**	**(34,974)**	**(50,555)**	**(15,581)**				
6000	plus Transfer from EMR	9,743	0	0	0				
	Movement to/(from) Gen Reserve	**(61,557)**	**(34,974)**	**(50,555)**	**(15,581)**				
202	Enviroment and Communities								
4602	Transport	6,389	4,244	8,240	3,996	392	3,604	56.3%	
4603	Equipment	2,953	1,934	2,472	538	15	523	78.8%	
4605	Electricity - Depot Costs	6,642	4,372	4,635	263		263	94.3%	
4606	Water - Depot Costs	0	0	1,236	1,236		1,236	0.0%	
4607	Rent - Depot Costs	14,847	9,032	13,800	4,768	2,400	2,368	82.8%	
4608	Rates - Depot Costs	6,913	4,536	6,489	1,953		1,953	69.9%	
4609	Salaries - E&C Staff	121,523	77,511	140,531	63,020		63,020	55.2%	
4610	Nat Ins - E&C Staff	15,589	5,596	22,747	17,151		17,151	24.6%	
4611	Pensions - E&C Staff	13,578	6,358	10,606	4,248		4,248	59.9%	
4613	Waste Removal	0	1,651	2,794	1,143	190	953	65.9%	
4614	Uniform PPE Staff	0	855	500	(355)		(355)	171.1%	
4617	Agency Staff	0	6,190	0	(6,190)		(6,190)	0.0%	
	Enviroment and Communities :- Indirect Expenditure	**188,434**	**122,280**	**214,050**	**91,770**	**2,997**	**88,773**	**58.5%**	**0**
	Net Expenditure	**(188,434)**	**(122,280)**	**(214,050)**	**(91,770)**				
6000	plus Transfer from EMR	540	0	0	0				
	Movement to/(from) Gen Reserve	**(187,894)**	**(122,280)**	**(214,050)**	**(91,770)**				
203	Allotments								
4650	Water Charge	47	483	618	135		135	78.1%	
4651	Maintenance - Allotments	7,773	191	1,000	809		809	19.1%	
	Allotments :- Indirect Expenditure	**7,820**	**674**	**1,618**	**944**	**0**	**944**	**41.7%**	**0**
	Net Expenditure	**(7,820)**	**(674)**	**(1,618)**	**(944)**				
301	Play Areas								
4701	Projects: Play Equipment	0	0	20,000	20,000		20,000	0.0%	
4702	Maintenance - Play Areas	9,658	19,855	20,000	145	1,656	(1,511)	107.6%	
4703	Annual Inspection - Play Areas	720	738	1,133	395		395	65.1%	
	Play Areas :- Indirect Expenditure	**10,378**	**20,593**	**41,133**	**20,540**	**1,656**	**18,884**	**54.1%**	**0**
	Net Expenditure	**(10,378)**	**(20,593)**	**(41,133)**	**(20,540)**				

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Berwick upon Tweed Town Council Current Year

Detailed Income & Expenditure by Budget Heading 18/11/2026

Month No: 8 **Cost Centre Report**

		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
302	Play Areas: Splash Park								
4750	Electricity - splash park	715	2,140	876	(1,264)		(1,264)	244.2%	1,500
4753	Maintenance - Splash Park	502	1,346	1,133	(213)		(213)	118.8%	
4754	Water Quality Inspections	7,319	9,970	9,785	(185)		(185)	101.9%	
4756	Annual Inspection - Splash Pk	80	92	1,133	1,041		1,041	8.1%	
	Play Areas: Splash Park :- Indirect Expenditure	**8,616**	**13,548**	**12,927**	**(621)**	**0**	**(621)**	**104.8%**	**1,500**
	Net Expenditure	**(8,616)**	**(13,548)**	**(12,927)**	**621**				
6000	plus Transfer from EMR	0	1,500	0	(1,500)				
	Movement to/(from) Gen Reserve	**(8,616)**	**(12,048)**	**(12,927)**	**(879)**				
303	Parks & Green Spaces								
4801	Woodland Walk	1,026	5,989	500	(5,489)	1,483	(6,972)	1494.4%	8,065
	Parks & Green Spaces :- Indirect Expenditure	**1,026**	**5,989**	**500**	**(5,489)**	**1,483**	**(6,972)**	**1494.4%**	**8,065**
	Net Expenditure	**(1,026)**	**(5,989)**	**(500)**	**5,489**				
6000	plus Transfer from EMR	0	8,065	0	(8,065)				
	Movement to/(from) Gen Reserve	**(1,026)**	**2,076**	**(500)**	**(2,576)**				
401	Promotion:Marketing								
4902	Website	0	0	1,050	1,050		1,050	0.0%	
4905	Visitor Services Support	7,750	7,983	7,983	0		0	100.0%	
	Promotion:Marketing :- Indirect Expenditure	**7,750**	**7,983**	**9,033**	**1,050**	**0**	**1,050**	**88.4%**	**0**
	Net Expenditure	**(7,750)**	**(7,983)**	**(9,033)**	**(1,050)**				
402	Promotion:Autumn Festivals								
4953	HODS	1,645	1,208	2,500	1,292	935	357	85.7%	
	Promotion:Autumn Festivals :- Indirect Expenditure	**1,645**	**1,208**	**2,500**	**1,292**	**935**	**357**	**85.7%**	**0**
	Net Expenditure	**(1,645)**	**(1,208)**	**(2,500)**	**(1,292)**				
403	Promotion:Festive Lighting								
5000	Maintenance & Installation	14,648	275	11,330	11,055		11,055	2.4%	
5002	Christmas Trees	0	0	500	500		500	0.0%	
	Promotion:Festive Lighting :- Indirect Expenditure	**14,648**	**275**	**11,830**	**11,555**	**0**	**11,555**	**2.3%**	**0**
	Net Expenditure	**(14,648)**	**(275)**	**(11,830)**	**(11,555)**				

Reserve funding notes - Splash Park has £1,500 of reserve support recorded against electricity. Woodland Walk has £8,065 of reserve funding for the agreed project. Spend and commitments total £7,472. The £6,972 adverse line variance is against the original £500 budget before reserve funding. Annual budget plus transfer less spend and commitments gives £1,093 funding headroom.

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Berwick upon Tweed Town Council Current Year

Detailed Income & Expenditure by Budget Heading 18/11/2026

Month No: 8 **Cost Centre Report**

		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
501	Grants:Events								
5052	Other Events Grants	15,019	7,900	15,450	7,550		7,550	51.1%	
	Grants:Events :- Indirect Expenditure	**15,019**	**7,900**	**15,450**	**7,550**	**0**	**7,550**	**51.1%**	**0**
	Net Expenditure	**(15,019)**	**(7,900)**	**(15,450)**	**(7,550)**				
502	Grants:Environment								
5101	Berwick in Bloom	0	912	0	(912)		(912)	0.0%	
	Grants:Environment :- Indirect Expenditure	**0**	**912**	**0**	**(912)**	**0**	**(912)**		**0**
	Net Expenditure	**0**	**(912)**	**0**	**912**				
503	Grants:Community								
5053	Berwick Youth Project - Pump T	0	0	10,000	10,000		10,000	0.0%	
	Grants:Community :- Indirect Expenditure	**0**	**0**	**10,000**	**10,000**	**0**	**10,000**		**0**
	Net Expenditure	**0**	**0**	**(10,000)**	**(10,000)**				
601	CP:General								
5200	Town Improvement Projects	0	22,761	20,000	(2,761)	1,296	(4,056)	120.3%	
5203	CCTV Internet for the Police	1,434	224	1,000	776		776	22.4%	
5204	Market manager	0	2,005	4,000	1,995		1,995	50.1%	
5205	Market non wages	10,520	5,422	1,500	(3,922)	75	(3,997)	366.5%	5,600
5206	Market Insurance	0	0	4,800	4,800		4,800	0.0%	
5207	Market lease purchase	5,920	0	5,000	5,000		5,000	0.0%	
	CP:General :- Indirect Expenditure	**17,874**	**30,411**	**36,300**	**5,889**	**1,371**	**4,518**	**87.6%**	**5,600**
	Net Expenditure	**(17,874)**	**(30,411)**	**(36,300)**	**(5,889)**				
6000	plus Transfer from EMR	0	5,600	0	(5,600)				
	Movement to/(from) Gen Reserve	**(17,874)**	**(24,811)**	**(36,300)**	**(11,489)**				
602	CP:Neighbourhood Plan								
5251	Neighbourhood Plan	2,634	7,569	2,060	(5,509)	564	(6,073)	394.8%	8,000
	CP:Neighbourhood Plan :- Indirect Expenditure	**2,634**	**7,569**	**2,060**	**(5,509)**	**564**	**(6,073)**	**394.8%**	**8,000**
	Net Expenditure	**(2,634)**	**(7,569)**	**(2,060)**	**5,509**				
6000	plus Transfer from EMR	1,000	8,000	0	(8,000)				
	Movement to/(from) Gen Reserve	**(1,634)**	**431**	**(2,060)**	**(2,491)**				

Reserve funding notes - market non-wage costs 5205 include £5,600 from earmarked reserves.
Neighbourhood Plan 5251 includes £8,000 of reserve funding for the agreed project. Spend and commitments total £8,133. The £6,073 adverse variance is against the original £2,060 budget.
Annual budget plus reserve transfer less spend and commitments gives £1,927 funding headroom.

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		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
701	Civic Expenditure:Civic Costs								
5400	Mayor Making	0	0	500	500		500	0.0%	
5402	Freedom Costs	460	403	515	112		112	78.3%	
5403	Civic Equipment	0	123	0	(123)		(123)	0.0%	
5405	Civic Functions	7,037	0	2,472	2,472		2,472	0.0%	
5407	Other Costs	3,151	653	2,060	1,407		1,407	31.7%	
5408	Civic Fund	700	0	0	0		0	0.0%	
5410	Civic Salaries	0	13,064	21,127	8,063		8,063	61.8%	
5411	Nats Ins- Civic	0	943	2,607	1,664		1,664	36.2%	
5412	Pensions- Civic	0	1,072	1,012	(60)		(60)	105.9%	
Civic Expenditure:Civic Costs :- Indirect Expenditure		**11,347**	**16,257**	**30,293**	**14,036**	**0**	**14,036**	**53.7%**	**0**
	Net Expenditure	**(11,347)**	**(16,257)**	**(30,293)**	**(14,036)**				
6000	plus Transfer from EMR	7,804	0	0	0				
	Movement to/(from) Gen Reserve	**(3,543)**	**(16,257)**	**(30,293)**	**(14,036)**				
702	Civic Expenditure:Civic Events								
5050	Tweedmouth Feast	13,808	30,886	20,000	(10,886)		(10,886)	154.4%	
5450	Remembrance Day	1,945	806	1,890	1,084	339	746	60.5%	
5451	Riding Bounds	9,215	9,675	9,000	(675)		(675)	107.5%	
5452	VE + VJ Days	6,555	1,741	3,000	1,259	21	1,238	58.7%	
	Civic Expenditure:Civic Events :- Indirect Expenditure	**31,524**	**43,108**	**33,890**	**(9,218)**	**360**	**(9,577)**	**128.3%**	**0**
	Net Expenditure	**(31,524)**	**(43,108)**	**(33,890)**	**9,218**				
900	Receipts								
1000	Precept	401,775	518,672	518,672	0			100.0%	
1001	Bank Interest	6,529	2,901	1,548	(1,353)			187.4%	
1003	Memorials	3,150	2,750	1,500	(1,250)			183.3%	
1006	Allotment fees	700	25	939	914			2.7%	
1007	Freedom Fees	275	300	500	200			60.0%	
1008	Schedule lll	199,769	0	140,000	140,000			0.0%	
1009	Market Rents	6,168	17,305	15,000	(2,305)			115.4%	
1011	Hanging Baskets Donations	720	1,630	7,500	5,870			21.7%	
1012	Tweedmouth Feast	11,766	10,520	0	(10,520)			0.0%	
1013	Quayside Rents	10,430	335	500	165			67.0%	
1014	Small Schemes	10	2,000	0	(2,000)			0.0%	
1015	Section 106	0	0	23,935	23,935			0.0%	
1050	Refund	0	12	0	(12)			0.0%	

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Berwick upon Tweed Town Council Current Year

Detailed Income & Expenditure by Budget Heading 18/11/2026

Month No: 8 **Cost Centre Report**

		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
1099	Sundry	164	(97)	0	97			0.0%	
	Receipts :- Income	**641,455**	**556,353**	**710,094**	**153,741**			**78.3%**	**0**
	Net Income	**641,455**	**556,353**	**710,094**	**153,741**				
6001	less Transfer to EMR	405	0	0	0				
	Movement to/(from) Gen Reserve	**641,050**	**556,353**	**710,094**	**153,741**				
	Grand Totals:- Income	**641,455**	**556,353**	**710,094**	**153,741**			**78.3%**	
	Expenditure	**604,851**	**431,068**	**686,159**	**255,091**	**11,737**	**243,354**	**64.5%**	
	Net Income over Expenditure	**36,604**	**125,285**	**23,935**	**(101,350)**				
	plus Transfer from EMR	**19,087**	**28,860**	0	(28,860)				
	less Transfer to EMR	**405**	**0**	0	0				
	Movement to/(from) Gen Reserve	**55,286**	**154,146**	**23,935**	**(130,211)**				

Explanatory annotations for Full Council

Current-year earmarked reserve transfers total £28,860. This reconciles to election expenses £5,695, Splash Park £1,500, Woodland Walk £8,065, market non-wage costs £5,600 and Neighbourhood Plan £8,000. Only the current-year transfer column has been used for this reconciliation.

These transfers support the funding of expenditure already shown in the ledger. They are internal reserve movements. Income over expenditure of £125,285 is shown before reserve transfers. The general reserve movement is printed as £154,146, with a £1 rounding difference in the displayed figures.

The original annual budget and gross variance columns remain as supplied. The ledger does not show individual closing reserve balances, approval minute references or the full remaining project obligations. See the accompanying report for the funding explanations and current income and expenditure analysis.

BERWICK-UPON-TWEED TOWN COUNCIL

Transfers from earmarked reserves

The income and expenditure statement at 18 November 2026 records £28,860 transferred from earmarked reserves to support agreed activities and projects. These transfers provide funding alongside the expenditure recorded in the statement. The original annual budget and gross variance columns should be read together with the reserve transfers shown below.

Activity	Actual spend	Commitments	Reserve transfer
Election expenses 4207	£6,809	£1,234	£5,695
Splash Park total 302	£13,548	£0	£1,500
Woodland Walk 4801	£5,989	£1,483	£8,065
Market non wages 5205	£5,422	£75	£5,600
Neighbourhood Plan 5251	£7,569	£564	£8,000
Total reserve transfers			£28,860

Woodland Walk

The agreed overall budget for the Woodland Walk is £16,000. The £500 annual line budget shown in the ledger represents only the provision on that budget line and does not represent the total agreed project budget.

A transfer of £8,065 from earmarked reserves has been recorded. Expenditure to date is £5,989, with a further £1,483 committed, giving total expenditure and commitments of £7,472. This leaves £8,528 against the overall £16,000 project budget for the remaining work and any further costs.

The project is continuing and further work remains to be completed. Savings have been achieved by carrying out work in-house instead of using outside contractors. The financial position will continue to be monitored as the remaining work progresses, with reserve funding drawn down as required.

Neighbourhood Plan

The Neighbourhood Plan remains an ongoing project. Funding has been placed in earmarked reserves so that the costs can be met as the plan progresses through its remaining stages.

The statement records an £8,000 transfer from earmarked reserves, expenditure of £7,569 and commitments of £564. Further reserve funding will be drawn down as required as the process continues. The apparent overspend against the £2,060 annual line budget should therefore be read alongside the project's earmarked funding and the continuing programme of work.

Election expenses

Election expenses have increased as a result of the three recent elections. Expenditure of £6,809 and commitments of £1,234 are recorded, giving a combined total of £8,043 against the £7,500 annual budget. A transfer of £5,695 from earmarked reserves has been recorded to support these costs. Further election expenditure is expected. The RFO will keep the provision and reserve requirement under review as charges are confirmed and include the expected future costs in financial monitoring and budget preparation.

Other reserve transfers

Splash Park. A £1,500 reserve transfer is recorded against the electricity line. Total Splash Park expenditure is £13,548 against an annual cost-centre budget of £12,927. The transfer provides additional funding for these costs.

Markets. A £5,600 reserve transfer is recorded against market non-wage costs. Expenditure is £5,422, with £75 committed. This reserve support should be read alongside the expenditure and the original £1,500 annual line budget.

Ongoing monitoring

The RFO will continue to monitor expenditure and commitments against the agreed project budgets and draw down earmarked funding as required. Progress and further funding requirements will be reported to the Budget and Administration Working Group and Full Council as appropriate. The reserve schedule will record the remaining balances available for each purpose.

Source figures are from the Detailed Income & Expenditure by Budget Heading report dated 18 November 2026.

BERWICK-UPON-TWEED TOWN COUNCIL

Notes

Time and date
Thursday 12 November 2026 at 16:00

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

Budget and Administration Working Group

Membership and attendance	Members present:
Group members	Cllr Thomas Stewart (Chair)
Cllr Thomas Stewart (Chair)	Cllr Jane Turton (Mayor)
Cllr Jane Turton (Mayor)	Cllr Janice Bowden
Cllr Janice Bowden	Cllr Rachel Drive
Cllr Rachel Drive	Cllr Mike Greener
Cllr Mike Greener	Cllr John Robertson
Cllr John Robertson	Cllr Stephen Scott
Cllr Stephen Scott	Non-members present: Cllr Laura Hawken

Officers and others in attendance: Iain McCready (Chief Officer), Stephen Robinson (Operations Manager)
notes

43.26. Apologies for Absence

The Chair invited apologies. No approval of absence under section 85 of the Local Government Act 1972 was considered.

44.26. Disclosures of interest

A member declared an interest in the Town Hall matter as a Freeman. They clarified that they were a member of the Working Group and held no role as a trustee or as a member of a body involved in the agreement. The member's name and any restriction on participation are to be confirmed.

45.26. Notes of previous Meeting

The group was advised that Full Council had already approved the notes of 9 October 2026 as an accurate record.

46.26. Financial Monitoring and Reserves

Members reviewed income and expenditure against budget. Of the approximately £40,000 signage budget, around £23,000 had been spent, leaving £17,000. Members welcomed the new signs and asked whether any installations had helped secure external funding.

The monitoring report showed Tweedmouth Feast expenditure of £30,786 and income of £10,520, including sponsorship and fundraising. The net cost was £20,266 against a £20,000 budget.

Members asked for the Woodland Walk, Neighbourhood Plan and similar projects to be shown more clearly where expenditure was backed by earmarked reserves. Officers confirmed that transfers from reserves into budget headings required Full Council approval.

The splash park's latest monthly water bill was approximately £830 after the move to charging by volume. Officers anticipated about £1,000 per month over six months. Electricity costs had also risen.

Agreed action: Officers to revise the report by 18 November 2026 before submission to Full Council.

47.26. 2027/28 Budget Priorities – Environment and Communities Working Group

Members noted the proposal to complete approved and outstanding projects in 2027/28. Smaller biodiversity and sustainability actions could proceed using existing budgets or external funding.

Agreed action: Officers to develop splash park options, including full or partial renewal and changes to filtration and water systems. The work should cover capital and operating costs, usage, maintenance and consultation.

48.26. Budget 2027/28

Members reviewed the Council's two-year plan to reduce reliance on Schedule III income for core costs, with a £70,000 precept increase in each year. Core costs were estimated at £580,000 for the current year and £603,000 for 2027/28, allowing for an increase of about 4%. Members considered whether to phase the second increase over a longer period and whether contract savings, grants or external contributions could ease cost pressures.

Members explored using part of the increase to support youth provision through a fixed-term arrangement with an existing provider. The scope and funding would require further consideration by Full Council.

Agreed by vote: Officers to prepare the next draft budget on the basis of a £70,000 precept increase and identify savings to absorb or reduce additional inflationary pressures.

49.26. Annual Investment Strategy

Members reviewed balances of approximately £307,239 with Barclays, £90,000 with Charity Bank and £51,000 with Nationwide. Interest received to date was approximately £2,019 against a budget of £154.

The group supported spreading deposits across institutions and identifying a secure, interest-bearing account for the general reserve of around £153,000, with occasional withdrawals available without penalty. Proposed arrangements would return for further consideration.

50.26. Town Hall –Heads of Terms

The agenda recorded that Adam Douglas Legal had been instructed on the proposed leases for the ground-floor offices and separate meeting room. Any further verbal update is to be confirmed.

51.26. Town Hall – Architectural and Professional Services

Officers reported that CSY had been appointed. Following discussions with the Freemen's Trust and its surveyors, existing drawings had been passed to CSY, which had visited to check measurements. A further design meeting was planned for the following week.

Agreed action: Officers to check whether the existing drawings could reduce the architectural fees. Members asked that finishes and specifications offer value for money while meeting the required standard.

52.26. Notes of the Festive Lights Task Group

Members received an update following a short catch-up on the switch-on. The switch-on was scheduled for Sunday 6 December, from 4.00 pm to 6.00 pm, with the market operating from 2.00 pm to 6.00 pm. The move to Sunday followed feedback from families on the timing of the previous Friday event.

53.26. Notes of the Market Task Group

No new notes or recommendations were presented. Market income to date was £17,640 and expenditure was £13,692.

Officers reported that a trader complaint had been resolved under the existing rules requiring approval before new product lines are introduced. Members noted positive feedback on the market's contribution to the town centre.

54.26. Agreed Actions and Items for the Next Agenda

The next agenda would include the revised 2027/28 budget and precept options, taking account of the final Schedule III figure when available. Splash park options would return once officers had gathered the supporting information. Members noted that the Website Task Group would meet on Monday to review the sitemap.

Agreed action: Iain McCready to circulate the Coastal Navigators link to all councillors.

55.26. Date of Next Meeting

Thursday 3 December 2026 at 4.00 pm.

BERWICK-UPON-TWEED TOWN COUNCIL

Environment and Communities Working Group

Time and date
Wednesday 4 November 2026 at 13:00

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

Group Members
Cllr Graham Brown – Chair
Cllr Jane Turton - Mayor
Cllr Rosemary Mackenzie – Deputy Mayor
Cllr Mike Greener
Cllr Paul Hillier
Cllr Ayrin Kahn
Cllr Gary Smith
Cllr Thomas Stewart

In Attendance
Cllr Jane Turton – Mayor – Elected Chair Item 1
Cllr Rosemary Mackenzie – Deputy Mayor
Cllr Mike Greener
Cllr Paul Hillier
Cllr Ayrin Kahn
Cllr Thomas Stewart
Cllr Laura Hawken
Cllr Stephen Scott

Notes

1. Elect a Chair for the Meeting

The Operations Manager opened the meeting. Cllr Turton was nominated and elected chair for the remainder of the meeting.

2. Apologies for Absence

None received.

3. Disclosures of Interest.

No disclosures of interest were received.

4. Notes of the Previous Meeting

The notes had already been through full council, and group members raised no issues and the notes were agreed as a true reflection of the meeting.

5. Spend vs Budget to date.

The Operations Manager introduced the spend-versus-budget report as largely consistent with earlier discussions, highlighting a small number of lines that were over profile for explainable operational reasons.

Some budget lines are showing overspend due to funds that have not yet been drawn down from Ear Marked Reserves (EMRs). This included the Woodland Walk and the Neighbourhood Plan.

Other previously explained overspends were briefly discussed again with group members satisfied with the explanations.

6. Biodiversity and Sustainability

Members welcomed the updated biodiversity and sustainability report and thanked officers for the work the updated document. Discussion quickly moved to the previously discussed need to establish a baseline of data so that improvements can be properly monitored.

The Operations Manager reported that NCC had been extremely helpful in sharing the information and data already held. The data will need to be looked at and compiled into a useable format. The Operations manager stated that there was not capacity at the current time to do so. Cllr Hawken suggested contacting Greener Berwick to see if they could offer support to analyse and consolidate the data into a useable format.

The group discussed other areas within the report that are covered in later agenda items.

Cllr Hawken discussed work Greener Berwick is doing with a local charity Wave. Wave Berwick exists to support young people across Northumberland, particularly those aged 11–16 who have been excluded from mainstream education and those who are home-educated as a result of Social, Emotional and Mental Health (SEMH) needs. Through advice, advocacy, direct support, events, workshops and financial assistance, they work with young people, families, community groups and organisations to remove barriers and create positive pathways forward. Their work includes supporting educational achievement, promoting mental health and wellbeing, developing skills for life and employment, and helping young people access recreational, social and enrichment opportunities that build confidence and resilience.

There was discussion into if there were opportunities for Wave to work with Berwick Town Council, especially to support community projects like the Woodland Walk. The group agreed this was an opportunity to explore and requested Cllr Hawken put Wave in contact with the Operations Manager.

Task: Operations Manager to contact Greener Berwick to discuss biodiversity and sustainability data @*Stephen Robinson*
Task: Cllr Hawken to put the Operations Manager in contact with Wave. @*Cllr Hawken*

7. Operations Manager Report

The Operations Managers report as always covered staffing, grounds work, infrastructure, memorial ownership, allotments, play areas, and several live operational projects. It was reported the new horticulture apprentice is still performing brilliantly, is enjoying their college

course and aims to complete this within one year rather than two. The trainee Warden, recruited through Northumberland's Connect to Work scheme, was still developing into the role.

Seasonal displays were discussed. The winter planting has arrived and has been potted on in the Berwick-upon-Tweed Town Council Nursery. Bulb planting will begin shortly. A meeting with Greener Berwick was held to discuss the 2027 entry into Northumbria in Bloom. This is the start of community outreach to strengthen the portfolio for the 2027 entry from Berwick. The planting for the 2027 summer display has been ordered.

There was an update on memorial seating. The group were informed that despite being behind due to the severity of winter storms, the public seat maintenance schedule remained on track. Seats are now being removed and brought into the workshop to be done undercover. It was noted that the forecasted income for memorial seating was at 80% only halfway into the financial year.

Work on the Woodland Walk had been paused as the attentions of the outside team had turned to preparations for Remembrance Sunday and would begin again mid-November. Members also received updates on war memorial ownership and cemetery transfers as well as other outstanding projects.

Group members requested that the Operations Manager conveyed their thanks to the outside team for all their hard work put into the seasonal display.

Task: Operations Manager to thank outside team on behalf of the E&C Working Group. *@Stephen Robinson*
Task: Write again to Northumberland County Council requesting a timescale for completion of the war memorial and cemeteries transfer process. *@Iain McCready*

8. Reports from Outside Bodies

Members discussed the notes of the Berwick Youth Project AGM and Trustees Meeting held on 12th October 2026.

Discussion included that there are places on the project for the Academy, the Town Council and the Police. Cllrs Greener and Mackenzie are trustees with a 3-year office. The Town Council representative is currently Cllr Smith.

Berwick Youth Project is commencing a new youth work experience initiative with the Academy focussing on a group of disengaged pupils – placements are being sought. Berwick Youth Project provides counselling, support, a few group activities and accommodation. Young people with a drug addiction are unable to be accommodated. Funding is mainly through grants, so initiatives and finances are closely interlinked. No funding is received from NCC for a Youth Worker.

Group members then discussed the potential relaunch of a youth council to try to engage the young people to help shape their town. Councillors also discussed the need for some gap analysis to evidence any holes in the cover of youth services available in Berwick to be able to lobby NCC.

9. Project Priorities 2027/2028

This item was for the members of the working group to discuss any project priorities for the 2027/28 financial year ahead of the begging of the budget setting process to allow for accurate budget setting for the coming financial year.

Members discussed the projects that were already outstanding/underway and the group agreed that no additional large projects should be undertaken in the 2027/28 financial year. Instead, the time should be spent delivering existing projects, to clear the short-term action plan and getting projects ‘shovel ready’ for the following 2028/29 financial year.

Members agreed smaller projects from the Biodiversity and Sustainability action plan could be undertaken that could be funded through the existing budget lines or through externally available funding.

10. Bus Shelters

Members noted the successful funding bid to the North East Mayoral Strategic Authority for capital funding to replace existing bus shelters. Officers will begin the programme of improvements post-Christmas. The group also discussed chasing Borders Buses for the installation of Real Time Passenger Information.

Task: Operations Manager to contact Borders Buses. @*Stephen Robinson*

11. Funding for Local Communities to Restore Nature

Group members discussed the Department for Environment, Food & Rural Affairs (DEFRA) announcement of £79 million in government funding to help local communities to restore nature and adapt to climate change. The £53 million Community Trees Fund will be funded over three years and will be available for organisations in England to carry out urban, peri-urban, and rural tree planting projects that sit outside of the government's larger woodland creation offers. The fund will be available to councils as well as other organisations, including environmental non-governmental organisations (NGOs), farm clusters, and National Park Authorities. Further details will be set out in due course.
£26 million will be shared across 48 councils, worth around £185,000 per councils per year. This year's funding has already been handed to councils that have published their Local Nature Recovery Strategy.

The group discussed the fact that Berwick-upon-Tweed Town Council do not own any suitable sites (other than some limited planting area at the Etal Road Woodland Walk), there would have to be partnership working with Northumberland County Council (NCC) and other interested partner organisations to establish sites and apply for funding to the North East Mayoral Strategic Authority (NEMSA).

Members discussed NCC are reviewing grass cutting and potential rewilding sites, this may be an opportunity once this report is finalised to establish sites and create a woodland area to increase biodiversity and sustainability as well as public enjoyment.

The Environment and Communities Working Group has already resolved to engaging with NCC to increase tree planting within the parish and this scheme could help to deliver this on a cost neutral basis.

Decision: To recommend to Full Council for Officers to engage with Northumberland County Council and partner organisations to access funding through DEFRA

12. The Great British Spring Clean

Group members discussed the signing up of Berwick-upon-Tweed Town Council to the Great British Spring Clean. An initiative from Keep Britain Tidy for Town and Parish Councils to organise community litter picks and tidy-ups. The Great British Spring Clean runs from 12-28 March 2027. Town and parish councils will be able sign up from January and pledging opens to the public on Friday 12 February.

This provides a nationally recognised opportunity for the residents to improve the communities they live in. The group agreed that signing up to the initiative was a good idea.

Decision: To recommend to Full Council for Officers to sign Berwick-upon-Tweed Town Council up to partake in the Great British Spring Clean 2027.

13. Glyphosate use in Berwick-upon-Tweed

The group discussed the continued use of Glyphosate weed killer by Northumberland County Council. Officers had been previously tasked to contact Northumberland County Council to request a copy of their Environmental Impact Assessment Study to understand their reasoning for the continued use of Glyphosate despite its known hazards.

Communication received from Northumberland County Council stated that an Environmental Impact Assessment Study had not been undertaken but as the use of the chemical was still allowed by both central government and the Health and Safety Executive, NCC would continue to use it as an alternative replacement was not available within their constrained budget.

Members were concerned about the continued use of Glyphosate in the areas adjacent to the river Tweed and its tributaries as Glyphosate is known to be deadly to aquatic/marine life. The group agreed that Northumberland County Council should be written to request and alternative approach to any areas within 5 meters of the Tweed and any of its tributaries. The group suggested manual techniques such as strimming and weeding would be preferable to any chemical being used in close proximity to the river.

The group further discussed the report that contained a paper from Scottish Borders Council in which there was information of how Scottish Borders Council have created a scheme where communities/streets can opt out of chemical intervention and maintain their own communities.

Members believed this scheme could be adopted by Northumberland County Council to give communities the opportunity to become chemical free without any impact on NCCs budget. Berwick could be a trial area before a county wide launch. It was agreed to recommend to Full Council to write to NCC to request they consider launching this initiative.

Discussion circled back to the concern from many group members that there has been no Environmental Impact Assessment Study conducted by NCC. Members felt that while they understand the pressures felt by Unitary Authorities with ever more strained budgets, the environmental impacts of their actions need to be properly assessed. Alternatives should be investigated. The group agreed to recommend to Full Council to write to NCC to request that a proper Environmental Impact Assessment Study is undertaken to assess potential damages and explore alternatives.

Decision: Recommend to Full Council to write to Northumberland County Council to request an alternative to chemical maintenance of any areas within 5 metres of the Tweed or its tributaries.
Decision: Recommend to Full Council to write to Northumberland County Council to request they consider launching the Chemical Free Communities initiative.
Decision: Recommend to Full Council to write to Northumberland County Council to request a proper Environmental Impact Assessment Study is undertaken to assess potential damages and explore alternatives to chemical use.

14. Monolith Maps

The group discussed the previously installed monolith maps. It was noted that at the time of their installation, a concern raised by the team was that the supplied maps were made from glass and there were no editable copies of the artwork on file, meaning no updates could be made.

The Operations Manager updated the group that monoliths were installed at Berwick Railway Station (x2), Marygate, Sandgate and the Parade. The Monolith at the Parade Car Park was subject to vandalism and was pushed over and the two glass maps were

shattered. The Monolith has been removed and stored in our Ramparts storage but cannot be resituated until a replacement map is installed.

Members were informed that Berwick-upon-Tweed Town Council does not own the licence to the artwork (as far as records show) and has no editable version, so it cannot update the maps. In this instance a new map would allow for a new license to be created to ensure no copyrights were infringed.

Earlier this year a wider tourist directional mapping project was undertaken by Berwick-upon-Tweed Town Council in collaboration with Visit Berwick to replace/add new visitor maps along with history of key landmarks within the town. For this project, a local map designer created the map element of the project along with the icons for the key landmarks. The group were presented with a cost for the same designer to create new maps for the monoliths in the same style so there was continuity between the wayfinding features.

Group members felt that this could be considered a monopoly and that two other quotes should be sought to ensure the costs presented to the council were reasonable. The Operations Manager highlighted the advantages of continuity throughout town wayfinding. The group agreed, should the costs be comparable then continuity would be preferable and the contract could be awarded to the local map designer.

The group agreed for the Operations Manager to seek two additional quotes for the map design and bring them back to the group for consideration at the next meeting.

Task: Operations Manager to bring two additional quotes for design back to the group. *@Stephen Robinson*

15. Tide Time Books

The group reviewed the updated report. The Operations Manager informed the group the cost to produce the booklet is £1.96 per copy. Previously around 150 copies per year were sold.

The group discussed the fact that This year the resident who brought this proposal to the council has paid for 100 copies of which 5/6 remain and ordered a further 100copies which have been delivered and are in the Berwick-upon-Tweed Town Council office but could be distributed to outlets.

There is an outstanding bill for the second print run of £196, which group members agreed to recommend to Full Council to pay. The group also discussed continuing to organise the printing of the books with the future costs to be covered by sales and advertising.

Decision: Recommend to Full Council to pay the outstanding invoice for the 2026 print run at a cost of £196
Decision: Recommend to Full Council for Berwick-upon-Tweed Town Council to organise the 2027 print run with the costs offset by sponsorship/advertising and sales.

16. Small Scheme Request.

The group had previously discussed a small schemes adoption request from County Councillor Hill. Cllr Hill had requested Berwick-upon-Tweed Town Council to facilitate the installation of a boat shaped planter in the area under the New Bridge next to Queens Gardens.

When the initial scheme was discussed at the October meeting of the Environment and Communities Working Group, group members raised concerns of the inbuilt seating on the planter facilitating ant-social behaviour and the planter's short height meaning it would be walked on and not a sufficient soil depth to support perennial planting and trees.

Officers were tasked with revising the scheme with County Councillor Hill. Cllr Hill agreed the concerns were legitimate and the design of the planter has been altered to remove the seating and the height increased to support more sustainable planting and prevent vandalism so far as is reasonably practicable. The new design has no integrated seating and is 900mm high to allow for a sufficient soil depth for sustainable planting.

The group agreed to recommend to Full Council to support the scheme and adopt the planter and supply the plants and maintain going forward.

Decision: Recommend to Full Council for Berwick-upon-Tweed Town Council support the small schemes request from County Councillor Hill.

17. Shop Font Vinyl Project

Group members received an update from the Operations Manager on the ongoing work into the shop front vinyl project to cover the windows of vacant shops with decorative vinyl to improve the visual appearance.

A quote for the printing and installation of the vinyl has been received. The total cost for the three earmarked shops is £2800.90. Two further quotes would need to be sought to meet the council's financial regulations but if the spending is approved and a cheaper quote is received a cost saving will be made. The group decided to recommend to full council to approve the spending subject to the building owner's approval and the financial regulations being met to allow the project to proceed faster.

Decision: Recommend to Full Council to approve the spending of up to £2800.90 on the Shop Front Vinyl Project subject to building owners' approval and all financial regulations being met.

18. Allotments

The Operations Manager updated the group that the search for viable sites was still underway. Cllr Turton sits on the Bernicia Residents Board and is in contact with Bernicia Officers to discuss the former allotment sites around Ladywell and Osborne which now belong to Bernicia.

Further updates will be brought back to the group in due course.

19. Items For Future Agendas

No items were added.

20. Date of Next Meeting

Wednesday 6th January 2027 at 12pm