#### **BERWICK-UPON-TWEED TOWN COUNCIL**

# Minutes of the Annual Town Council Meeting held on Monday 17 May 2021 at 6.00 pm in the Buttermarket, Town Hall, Marygate, Berwick-upon-Tweed

#### PRESENT:

Councillors:	A Forbes (Town Mayor)	C Bruce
	A Bowlas	M Greener

#### IN ATTENDANCE:

Mr Gareth Davies, Town Clerk Steve Cozens, Assistant to the Clerk Joyce Benton, Sergeant-at-Mace 1 member of the public

C016/21	1. PUBLIC QUESTIONS
	Mr B Darling had submitted a series of questions regarding the arrangements for the
	visit of cruise ships to Berwick in the summer, provision of public toilets, overflow car-
	parking and future coach parks. The Town Clerk provided a response to the questions
	asked, which will be published via the Town Council's social media channels.
C017/21	2. APOLOGIES FOR ABSENCE
	There were no apologies for absence.
C018/21	3. MINUTES
	On the motion of Cllr C Bruce, seconded by Cllr M Greener the minutes of the meeting
	of Berwick-upon-Tweed Town Council held on 12 April 2021, were agreed and signed
	as a correct record.
C019/21	4. DISCLOSURE OF INTERESTS
	There were no requests for dispensation.
C020/21	5. REQUEST FOR DISPENSATION
	There were no requests for dispensation.
C021/21	6. ELECTION OF TOWN MAYOR
	On the motion of Cllr A Forbes, seconded by Cllr M Greener, Council RESOLVED

that Cllr A Bowlas be appointed Town Mayor for the year 2021/22.

#### C022/21 7. ELECTION OF DEPUTY TOWN MAYOR

On the motion of Cllr A Bowlas, seconded by Cllr A Forbes, Council **RESOLVED** that Cllr M Greener be appointed Deputy Town Mayor for the year 2021/22.

#### C023/21 8. PLANNING COMMITTEE

It was **RESOLVED** on the motion of Cllr A Forbes, seconded by Cllr C Bruce to note the minutes of the meeting of the Planning Committee held on 26 April 2021.

#### C024/21 9. CO-OPTION OF MEMBERS

On the motion of Cllr M Greener, seconded by Cllr C Bruce, Council **RESOLVED** that:

- i. Ms J Bowden be duly co-opted as a member of the Council for the Lower Spittal Ward.
- ii. Mr H Lindsay be duly co-opted as a member of the Council for the Upper Spittal Ward.
- iii. Mr G Blackett be duly co-opted as a member of the Council for the Grove Ward.
- iv. Mr G Brown be duly co-opted as a member of the Council for the Castle Ward.

## C025/21 10. BANKING ARRANGEMENTS

- i. The list of bank accounts was noted.
- ii. On the motion of Cllr M Greener, seconded by Cllr A Forbes Council RESOLVED to affirm Cllr A Bowlas's appointment as a signatory and further RESOLVED that Cllrs R Bruce, R Driver, M Greener and C Raybould be appointed signatories.

After which, Council unanimously **RESOLVED** to confirm it's support for Officers preference for the making of electronic payments.

## C026/21 11. FORWARD PLAN

The Town Clerk updated the meeting with a proposal that the outgoing Mayor provide their end-of-term address and the incoming Mayor make their acceptance address at the meeting of Council on 29 June with a rearranged agenda to allow for some of the formalities of a traditional AGM to take place. After which, it was **RESOLVED** to note the update of the Town Clerk as a way forward and further **RESOLVED** to note the Forward Plan.

#### C027/21 12. APPOINTMENT OF MEMBERS TO COMMITTEES

On the motion of Cllr M Greener, seconded by Cllr C Bruce, Council
**RESOLVED** to confirm the Terms of Reference of committees for 2021/2022.

	ii. An update was provided by the Town Clerk on a proposal that all elected
	Members sit on each Committee for the first round of meetings in June.
	Members will then be invited to withdraw from Committees that they do not
	wish to continue attending. After which Council unanimously RESOLVED to
	note the update of the Town Clerk as a way forward.
C028/21	13. APPOINTMENTS TO OUTSIDE BODIES
	On the motion of Cllr M Greener, seconded by Cllr C Bruce, Council RESOLVED to
	instruct the Town Clerk to:
	1. Check that the constitution of the Conservation Area Advisory Group still
	allowed for a representative of the Town Council to attend meetings.
	2. Check that the Parks Steering Group is still in existence.
	The appointment of Town Councillors to outside bodies as circulated in Appendix F
	was reviewed, amended, agreed and is appended to these minutes.
C029/21	14. CALENDAR OF DATES FOR 2021-22
	On the motion of Cllr M Greener, seconded by Cllr C Bruce, Council RESOLVED to
	adopt the Civic Calendar for 2021-22.
C030/21	15. DATE OF NEXT MEETING
	The next meeting of the Council will be held on Tuesday 29 June 2021 at 6 pm.

# APPOINTMENTS TO OUTSIDE BODIES 2021-2022 (APPENDIX F)

Name of Organisation	Representative/s in	Term of
	21-22	Appointment
Berwick-upon-Tweed	Cllr H Bettison	1 year until 30th
Corporation (Freemen) Trustees	Cllr A Bowlas	November 2021
	Cllr T Forrester	
From November 2020 *	Cllr A Forbes	* Decision on
	Cllr G Roughead	membership was
		deferred until October
		2021
Berwick in Bloom	Cllr C Bruce	Annual
Berwick Regeneration	Cllr A Bowlas	
Commission	Cllr R Bruce	
	Cllr R Driver	
Berwick Youth Project	Cllr C Bruce	Annual
Friends of Five Arches	Cllr A Forbes	
Litter Prevention Champion	Cllr L Stephenson	
North Northumberland Voluntary	Cllr L Stephenson	
Forum		
Northumberland Association of	Cllr M Greener	Annual
Local Councils (NALC) – County		
Committee		
Riding of the Bounds	Cllr A Forbes	Annual
Association	Cllr C Raybould	

St Aidans	Cllr L Stephenson	Annual
Sure Start Children's Board	Cllr A Williamson	Annual
Tweedmouth Community	Cllr A Gibson	Annual
Football Club		