

## BERWICK-UPON-TWEED TOWN COUNCIL

**Minutes of a meeting of the Town Council held on Monday 26 July 2021 at 6.00 pm in the Guild Hall, Town Hall, Marygate, Berwick-upon-Tweed**

### **PRESENT:**

Councillors:	M Greener (Chair)	A Gibson
	J Bowden	H Lindsay
	G Brown	C Raybould
	C Bruce	G Smith
	R Bruce	L Stephenson
	R Driver (from Item 12 onwards)	A Williams

### **IN ATTENDANCE:**

Mr Gareth Davies, Town Clerk  
Steve Cozens, Assistant to the Clerk  
Joyce Benton, Sergeant-at-Mace  
Stephen Scott, Chamber of Trade  
1 member of the public, from Item 12 onwards  
The meeting was available live via YouTube.

#### **C063/21 1. OPEN SESSION**

There were no members of the public present during this item.

#### **C064/21 2. APOLOGIES FOR ABSENCE**

Apologies for absence were received from Cllrs A Bowlas, A Forbes and R Driver for her lateness.

#### **C065/21 3. MINUTES**

On the motion of Cllr C H Lindsay, seconded by Cllr C Bruce, the minutes of the meeting of Berwick-upon-Tweed Town Council held on 29 June 2021 were agreed and signed as a correct record.

#### **C066/21 4. DISCLOSURE OF INTERESTS**

There were no disclosures of interest.

- C067/21**            **5. REQUEST FOR DISPENSATION**
- There were no requests for dispensation.
- C068/21**            **6. TOWN MAYOR'S ANNOUNCEMENTS**
- As the Mayor had offered their apologies, this item was deferred to the next meeting.
- C069/21**            **7. CORRESPONDENCE**
- Council unanimously **RESOLVED** that Beach Huts be referred to the People and Communities Committee, after which it was further **RESOLVED** to note the Correspondence Log.
- C070/21**            **8. SHARED RETAIL SPACE IN BERWICK TOWN CENTRE**
- Mr Stephen Scott of the Chamber of Trade gave a verbal presentation regarding shared retail space in Berwick town centre and answered questions from Councillors.
- C071/21**            **9. CIVIC REGALIA**
- On the motion of Cllr R Bruce, seconded by Cllr G Brown, Council **RESOLVED** to spend up to £500 from General Reserves to replace an item of Civic Regalia.
- C072/21**            **10. CASUAL VACANCIES**
- On the motion of Cllr H Lindsay, seconded by Cllr M Greener, Council **RESOLVED** to delegate authority to the Town Clerk to advertise for co-option for Grove Ward and Magdalene Ward, to co-opt at the August meeting of Council, if an election is not called.
- C073/21**            **11. REVIEW OF COMMITTEE STRUCTURE**
- Councillors provided feedback on the committee structure. After which, on the motion of Cllr J Bowden, seconded by Cllr G Brown, Council **RESOLVED** to continue with a Committee system, and further **RESOLVED** that a report be brought to a future meeting of Council.
- C074/21**            **12. 2022-23 LOCAL TRANSPORT PLAN PROGRAMME CONSULTATION**
- Council unanimously **RESOLVED** to refer this item to the People and Communities Committee and Planning Committee to make recommendations to Council.
- C075/21**            **13. REPRESENTATION ON OUTSIDE BODIES**
- Council noted the update of the Town Clerk, that the Council representative(s) report back to the Planning Committee, after which:

1. Council unanimously **RESOLVED** to instruct the Town Clerk to write to the Berwick-upon-Tweed Conservation Area Advisory Group (CAAG) to request that 2 Councillors may be nominated to represent the Town Council,
2. On the motion of Cllr M Greener, seconded by Cllr C Bruce, Council **RESOLVED** to nominate Cllr M Greener to represent the Council on CAAG, and
3. On the motion of Cllr R Driver, seconded by Cllr L Stephenson, Council **RESOLVED** to nominate Cllr G Brown to represent the Council on CAAG.

**C076/21**

#### **14. FORWARD PLAN**

- i. The Town Clerk updated the meeting on future additions to the Forward Plan including the Boxing Day Dip, Operation London Bridge Working Group and Remembrance Sunday / Falklands War. After which, it was **RESOLVED** to note the Forward Plan.
- ii. The item was introduced by the Town Clerk, after which, Cllr R Driver updated the meeting that they would share a link with the Town Clerk, providing locations of defibrillators according to the North East Ambulance Service.

**C077/21**

#### **15. BUDGET AND ADMINISTRATION COMMITTEE**

- i. It was **RESOLVED** on the motion of Cllr G Smith, seconded by Cllr R Bruce to adopt the minutes of the meeting of the Budget and Administration Committee held on 15 June 2021.
- ii. It was **RESOLVED** on the motion of Cllr A Williams, seconded by Cllr A Gibson to note the draft minutes of the meeting of the Budget and Administration Committee held on 13 July 2021.
- iii. It was **RESOLVED** on the motion of Cllr A Gibson, seconded by Cllr G Smith to note the list of payments received by the Budget and Administration Committee at its meeting of 13 July 2021.

**C078/21**

#### **16. LOCAL SERVICES COMMITTEE**

- i. It was **RESOLVED** on the motion of Cllr R Driver, seconded by Cllr A Gibson to adopt the minutes of the meeting of the Local Services Committee held on 07 June 2021.

- ii. It was **RESOLVED** on the motion of Cllr A Gibson, seconded by Cllr G Smith to note the draft minutes of the meeting of the Local Services Committee held on 05 July 2021.
- iii. Council unanimously **RESOLVED**, to note the following minute, number LS031/21 (Water Bowser):  
On the motion of Cllr A Forbes, seconded by Cllr G Smith, the Committee **RESOLVED** to approve the quote supplied by Fresh Group and circulated as a background paper.

**C079/21**

**17. PEOPLE AND COMMUNITIES COMMITTEE**

- i. It was **RESOLVED** on the motion of Cllr A Williams, seconded by Cllr C Raybould to adopt the minutes of the meeting of the People and Communities Committee held on 08 June 2021.
- ii. It was **RESOLVED** on the motion of Cllr C Raybould, seconded by Cllr A Williams to note the minutes of the meeting of the People and Communities Committee held on 06 July 2021.

**C080/21**

**18. PLANNING COMMITTEE**

- i. It was **RESOLVED** on the motion of Cllr G Smith, seconded by Cllr H Lindsay to adopt the minutes of the meeting of the Planning Committee held on 14 June 2021.
- ii. It was **RESOLVED** on the motion of the Deputy Mayor, seconded by Cllr G Smith to note the draft minutes of the meeting of the Planning Committee held on 12 July 2021.

**C081/21**

**19. STAFFING AND CORPORATE RESOURCES COMMITTEE**

- i. It was **RESOLVED** on the motion of Cllr A Gibson, seconded by the Chair, to adopt the minutes of the meeting of the Staffing and Corporate Resources Committee held on 12 April 2021.
- ii. It was **RESOLVED** on the motion of Cllr H Lindsay, seconded by Cllr C Raybould to note the draft minutes of the meeting of the Staffing and Corporate Resources Committee held on 19 July 2021.

**C082/21**

**20. DATE OF NEXT MEETING**

The next meeting of the Council will be held on Monday, 23 August 2021 at 6 pm.

**Council RESOLVED that under the Public Bodies (Admission to Meetings) Act 1960 it was appropriate to exclude the media and public from the discussion of the following items of business on the basis that public discussion might prejudice the Council's position and staffing or personal issues might be discussed.**

At this point the live link to YouTube was switched off.

**C083/21**

## **21. ACCESSIBILITY AND MEETINGS**

The Town Clerk updated the meeting on the decision of the Staffing and Corporate Resources Committee and the work of Officers regarding temporary arrangements for a future meeting of Council.

Council **RESOLVED** to suspend standing orders sufficiently to allow the meeting to continue beyond the 8pm deadline.

Councillors provided feedback, after which, it was **RESOLVED** to instruct the Town Clerk to write to a partner organisation and to report back to a future meeting of Council.

**C084/21**

## **22. OCCUPATIONAL HEALTH**

The Town Clerk introduced the item and explained that the Staffing and Corporate Resources Committee had **RESOLVED** that a quote be sought for an Occupational Health Advisor from a partner organisation. After which, on the motion of Cllr H Lindsay, seconded by Cllr C Raybould, Council **RESOLVED** to authorise the Town Clerk to seek quotes from an external organisation.

**C085/21**

## **URGENT ITEM OF BUSINESS**

The Town Clerk updated council about an item of correspondence to which further attention might need to be paid in future.