

BERWICK-UPON-TWEED TOWN COUNCIL

Minutes of a meeting of the Town Council held on Monday 22 November 2021 at 6.00 pm in the Northern View, Highcliffe, Spittal, Berwick-upon-Tweed

PRESENT:

Councillors:	A Bowlas (Chair)	P Jackson
	J Bowden	H Lindsay
	G Brown	C Raybould
	C Bruce	J Robertson
	R Bruce	G Smith
	R Driver	L Stephenson
	M Greener	A Williams

IN ATTENDANCE:

Mr Gareth Davies, Town Clerk
Steve Cozens, Assistant to the Clerk
Joyce Benton, Sergeant-at-Mace
The Reverend Canon Alan Hughes MBE TD, Sheriff
Cty Cllr I Hunter
2 members of the public

C157/21

1. OPEN SESSION

A member of the public raised concerns regarding Tweedmouth Old Persons Supper.

Cllr G Smith raised concerns regarding the Christmas Tree on installed on Marygate by the Rotary Club.

Cllr J Robertson raised concerns regarding residents parking permits and nuisance drivers.

After each enquiry, the Town Clerk provided a response.

C158/21

2. APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllrs A Forbes and A Gibson.

C159/21

3. MINUTES

On the motion of Cllr H Lindsay, seconded by Cllr A Williams, the minutes of the meeting of Berwick-upon-Tweed Town Council held on 25 October 2021 were agreed and signed as a correct record.

C160/21

4. DISCLOSURE OF INTERESTS

There were no disclosures of interest.

C161/21

5. REQUEST FOR DISPENSATION

There were no requests for dispensation.

C162/21

6. TOWN MAYOR'S ANNOUNCEMENTS

The Mayor provided details of events they had attended and been involved in, including Mayor's Sunday, a circle of peace at Holy Trinity First School on Armistice Day and Remembrance Sunday.

C163/21

7. CORRESPONDENCE

Members **RESOLVED** to note the Correspondence Log and further **RESOLVED** to note the update by the Town Clerk on Spittal War Memorial including the adding of names.

C164/21

8. MEDIUM-TERM FINANCIAL PLAN

Members asked a number of questions on a number of subjects including rubbish collection, an apprentice, administration and promotion. After which, it was unanimously **RESOLVED** to note the report.

C165/21

9. RESERVES

On the motion of Cllr J Robertson, seconded by Cllr P Jackson, Council **RESOLVED** to remove Reserve 338 Town Council Projects and vire the money to General Reserves with a potential use for a community project in the north of the town.

A discussion on Christmas lights followed, during which Standing Orders were suspended sufficiently to allow Cllr I Hunter to speak. After which, on the motion of Cllr J Robertson, seconded by Cllr G Brown, including an amendment that membership of the group also be agreed, Council unanimously **RESOLVED** to form a Christmas Lights Working Group comprising Cllr P Jackson, Cllr H Lindsay, Cllr C Raybould, Cllr J Robertson and Cllr A Williams, and further.

C166/21

10. FUTURE USES OF CCTV

On the motion of Cllr H Lindsay, seconded by Cllr P Jackson, Council **RESOLVED** to delegate to the People and Communities Committee authority to review policies and the usage of CCTV footage, to authorize data sharing with relevant authorities, and to make recommendations to council as to additional uses of CCTV cameras.

C167/21

11. MANAGEMENT OF BALANCES

On the motion of Cllr H Lindsay, seconded by Cllr P Jackson, Council **RESOLVED** to:

- a. Delegate authority to the Responsible Financial Officer (RFO) to transfer funds to and from the council's savings account to and from the current account without reference to council in order to enable better management of reserves / finances, and
- b. Delegate authority to the Budget and Administration Committee to provide guidance to the RFO as to the level of bank balance to be maintained on a monthly basis.

C168/21

12. FREEMEN TRUSTEES

On the motion of Cllr J Robertson, seconded by Cllr G Brown, including an amendment that all nominations are present at this meeting, Council unanimously **RESOLVED** to nominate Cllr A Bowlas, Cllr R Bruce, Cllr G Brown, Cllr R Driver and Cllr P Jackson as the Town Council's representative's to the Berwick-upon-Tweed Corporation (Freemen) Trustees.

C169/21

13. TOWN FORUM

During the discussion of this item Standing Orders were suspended sufficiently to allow Cllr I Hunter to speak, after which, Council unanimously **RESOLVED** to nominate Cllr G Brown and Cllr J Robertson as the Town Council's representative's on the Town Form and further **RESOLVED** to nominate Cllr R Bruce and Cllr C Raybould as the Town Council's substitute representative's on the Town Form.

C170/21

14. COMMITTEE MEMBERSHIP

Council unanimously **RESOLVED** to appoint Cllr J Robertson to the Budget & Administration Committee and the Local Services Committee.

C171/21

15. FORWARD PLAN

After a discussion the housing needs of the town, Council unanimously **RESOLVED** a report be brought to the January meeting of Council and further **RESOLVED** that the (Boxing Day) Good Friday Dip be deleted.

After which, it was **RESOLVED** to note the Forward Plan.

C172/21

16. LOCAL SERVICES COMMITTEE

- i. It was **RESOLVED** on the motion of Cllr H Lindsay, seconded by Cllr G Smith to adopt the minutes of the meeting of the Local Services Committee held on 05 October 2021 (noted at the meeting of 25 October 2021).
- ii. It was **RESOLVED** on the motion of Cllr H Lindsay, seconded by Cllr G Smith to note the draft minutes of the meeting of the Local Services Committee held on 01 November 2021.

C173/21

17. PEOPLE AND COMMUNITIES COMMITTEE

- i. It was **RESOLVED** on the motion of Cllr H Lindsay, seconded by Cllr P Jackson to adopt the minutes of the meeting of the People and Communities Committee held on 06 October 2021 (noted at the meeting of 25 October 2021).
- ii. It was **RESOLVED** on the motion of Cllr H Lindsay, seconded by Cllr P Jackson to note the draft minutes of the meeting of the People and Communities Committee held on 02 November 2021.
- iii. It was **RESOLVED** on the motion of Cllr H Lindsay, seconded by Cllr C Bruce, to approve the recommendation of the committee that a climate emergency be declared for Berwick-upon-Tweed.
- iv. It was **RESOLVED** on the motion of Cllr C Raybould, seconded by Cllr H Lindsay to note the request of the Committee to instruct the Town Clerk to prepare a report on the Palace Green Scout Hut and to bring that report to a future committee meeting.
- v. It was **RESOLVED** on the motion of Cllr J Bowden, seconded by Cllr P Jackson, including an amendment that 3 moderators be appointed, that the communications policy be varied sufficiently to allow all councillors access to the Town Council's social media accounts. After which, it was further **RESOLVED** to appoint Cllr M Greener, Cllr P Jackson and Cllr H Lindsay as the 3 moderators.

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

C174/21

18. PLANNING COMMITTEE

- i. It was **RESOLVED** on the motion of Cllr G Smith, seconded by Cllr C Raybould to adopt the minutes of the meeting of the Planning Committee held on 11 October 2021 (noted at the meeting of 25 October 2021).
- ii. It was **RESOLVED** on the motion of Cllr G Smith, seconded by Cllr C Raybould to note the draft minutes of the meeting of the Planning Committee held on 08 November 2021.

C175/21

19. BUDGET AND ADMINISTRATION COMMITTEE

- i. It was **RESOLVED** on the motion of Cllr H Lindsay, seconded by Cllr A Williams to adopt the minutes of the meeting of the Budget and Administration Committee held on 12 October 2021 (noted at the meeting of 25 October 2021).
- ii. It was **RESOLVED** on the motion of Cllr H Lindsay, seconded by Cllr A Williams to note the draft minutes of the meeting of the Budget and Administration Committee held on 09 November 2021.
- iii. Council **RESOLVED** on the motion of Cllr H Lindsay, seconded by Cllr C Raybould, to approve the following recommendations detailed in minutes **BA078/21, BA084/21 and BA085/21**:
BA078/21: On the motion of Cllr C Raybould, seconded by Cllr M Greener, the Committee **RESOLVED** to recommend to council that new financial regulations be adopted specifying that:
 - a. The input of all transactions to the accounting system shall be completed fourteen days after the end of the working month,
 - b. That the bank reconciliation shall be completed 28 days after the end of the working month, and
 - c. That the completed reconciliation report shall be presented to the next meeting of council, or a committee to which this duty has been delegated by council, and certified by the person chairing that meeting.

BA084/21: On the motion of Cllr M Greener, seconded by Cllr A Williams, the Committee **RESOLVED** to recommend to Council that the Town Council dispense with the petty cash.

BA085/21: On the motion of Cllr C Raybould, seconded by Cllr A Williams, the Committee **RESOLVED** to recommend to Council that a virement of £1060 be made from the general reserves to Code 4254 [Meeting Expenses].

- iv. It was **RESOLVED** on the motion of Cllr H Lindsay, seconded by Cllr A Williams to note the list of payments and receipts received by the Budget and Administration Committee at its meeting of 09 November 2021.

C176/21

20. DATE OF NEXT MEETING

The next meeting of the Council will be held on Monday, 13 December 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.

C177/21

21. PROVISION OF ACCOUNTING SERVICES

Council unanimously **RESOLVED** that alternative quotes be obtained.

C178/21

22. HR SUPPORT

On the motion of Cllr H Lindsay, seconded by Cllr R Bruce, Council **RESOLVED** to meet with a representative of the organisation mentioned within the background document.

C179/21

23. ECONOMIC PLAN

Council unanimously **RESOLVED** that a refresh of the economic plan is required and that a report be brought to the next meeting of Council.

C180/21

24. CONSULTATION SPACE

Council unanimously **RESOLVED** to provide guidance to the Town Clerk as a way forward.

C181/21

25. TOWN HALL UPDATE

The Town Clerk updated Councillors on a recent meeting and next steps which would be reported to the next meeting of Council.

After which Council unanimously **RESOLVED** to note the update.