

**BERWICK-UPON-TWEED TOWN COUNCIL**

**Summons to a meeting of  
Council  
on**

**Monday, 28 February 2022**

**At 6.00 pm**

**in the Function Room, Northern View, Highcliffe, Spittal,  
Berwick upon Tweed**

**The Agenda for the meeting is set out on the following page.**



**Town Clerk**

**22 February 2022**

**EXTRACT FROM STANDING ORDERS**

- 1(o) Unless permitted by the chairman of the meeting, a councillor may speak once in the debate on a motion except:
- i. to speak on an amendment moved by another councillor;
  - ii. to move or speak on another amendment if the motion has been amended since he last spoke;
  - iii. to make a point of order;
  - iv. to give a personal explanation that relates directly to new information concerning the member that was introduced during the debate, in which case they shall with the chair's consent offer their explanation after all other members who wish to do so have spoken, or
  - v. in exercise of a right of reply as the mover of the motion before a vote.
- 1(p) During the debate of a motion, a councillor may interrupt only on a point of order and the councillor who was interrupted shall stop speaking. A councillor raising a point of order shall identify the standing order which he considers has been breached or specify the other irregularity in the proceedings of the meeting he is concerned by.
- 1(t) Excluding motions moved understanding order 1(r) above, the contributions or speeches by a councillor shall relate only to the motion under discussion and shall not exceed (3) minutes without the consent of the chairman of the meeting.

## AGENDA

ITEM NO.	TITLE AND DESCRIPTION OF ITEM	APPS
1.	<b>OPEN SESSION</b> Members of the public may make representations, ask questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda. This is for a period of 15 minutes overall and is limited to 3 minutes per person.	
2.	<b>APOLOGIES FOR ABSENCE</b> To receive apologies for absence.	
3.	<b>MINUTES</b> To sign as a correct record the minutes of the Berwick-upon-Tweed Town Council meeting held on 24 January 2022.	<b>Minutes</b>
4.	<b>DISCLOSURE OF INTERESTS</b> Unless already entered in the Council's Register of Members' interests, members are required to disclose any personal interest, (which includes any disclosable pecuniary interest), they may have in any of the items included on the agenda for the meeting in accordance with the Code of Conduct adopted by the Council on 9 July 2012, and are reminded that if they have any personal interests of a prejudicial nature they must not participate in any discussion or vote on the matter and must leave the room.	
5.	<b>REQUEST FOR DISPENSATION</b> (i) To receive from members who have a Disclosable Pecuniary Interest in any items on the agenda an application for dispensation under section 33 of the Localism Act 2011 to enable members to participate in discussions and voting (pro-forma attached). (ii) To consider requests for dispensation.	
6.	<b>TOWN MAYOR'S ANNOUNCEMENTS</b> To receive announcements from the Town Mayor.	
7.	<b>CORRESPONDENCE</b> i. To note the Correspondence Log. ii. Berwick Parks Officer. iii. Berwick-Designated Bathing Water Status. iv. Enquiry from local resident.	<b>App A</b>

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| <b>8.</b>  | <b>CONSERVATION AREA MANAGEMENT PLAN</b><br>To consider the report.   | <b>App B</b> |
| <b>9.</b>  | <b>LOCAL SERVICES</b><br>To receive a progress report (to follow).  |              |
| <b>10.</b> | <b>REVIEW OF BOUNDARIES</b><br>To consider the report.  | <b>App C</b> |
| <b>11.</b> | <b>NEIGHBOURHOOD PLAN CONSULTATION</b><br>To consider the report.   | <b>App D</b> |
| <b>12.</b> | <b>CHRISTMAS LIGHTS AND CULTURAL ACTIVITIES</b><br>To consider the report.  | <b>AppE</b>  |
| <b>13.</b> | <b>TOWN CENTRE WORKING GROUP</b><br>To receive an update (report to follow).  | <b>App F</b> |
| <b>14.</b> | <b>CCTV</b><br>To confirm renewal of the CCTV maintenance contract with 24/7 Business Support.  |              |
| <b>15.</b> | <b>BANK RECONCILIATION</b><br>The Mayor to receive and sign the bank reconciliations for January 2022.  | <b>App G</b> |
| <b>16.</b> | <b>BANKING ARRANGEMENTS</b><br>To confirm the appointment of signatories to the bank accounts to allow for the mandate changes to the Melton Building Society to be authorised. |              |
| <b>17.</b> | <b>REPRESENTATION ON OUTSIDE BODIES</b><br>To consider invitations for representation on outside bodies:<br>Berwick-upon-Tweed Corporation (Freemen) Trustees.                  |              |
| <b>18.</b> | <b>FORWARD PLAN</b><br>To provide guidance to the Town Clerk on the future updating of the Forward Plan.  | <b>App H</b> |
| <b>19.</b> | <b>BUDGET AND ADMINISTRATION COMMITTEE</b>  |              |
|            | i. To adopt the minutes of the meeting of the Budget and Administration Committee held on 09 November 2021 (noted at the meeting of 22 November 2021).                          | <b>App I</b> |
|            | ii. To note the draft minutes of the meeting of the Budget and Administration Committee held on 15 February 2022.   | <b>App J</b> |

- 20. LOCAL SERVICES COMMITTEE**
- i. To adopt the minutes of the meeting of the Local Services Committee held on 06 December 2021. **App K**
  - ii. To note the draft minutes of the meeting of the Local Services Committee held on 07 February 2022. **App L**
  - iii. Council is invited to consider the following recommendation detailed in minute **LS111/21**:  
**LS111/21:** “The installation of a speed sign funded via Cty Cllr I Hunter was then discussed and Standing Orders were suspended sufficiently to allow Cty Cllr I Hunter to speak. After which, the Committee **RESOLVED** to recommend to Council the adoption of the sign in principal and further **RESOLVED** to instruct Officers to explore maintenance costs.”
  - iv. Platinum Jubilee bunting. To receive a verbal update.
  - v. To consider Minute Number LS116/21 (Public Toilets) and to provide guidance to the Town Clerk as to Council's attitude as to future plans and maintenance for public toilets.
- 21. PEOPLE AND COMMUNITIES COMMITTEE**
- i. To adopt the minutes of the meeting of the People and Communities Committee held on 11 January 2022 (noted at the meeting of 24 January 2022). **App M**
  - ii. To note the draft minutes of the meeting of the People and Communities Committee held on 08 February 2022 (to follow). **App N**
- 22. PLANNING COMMITTEE**
- i. To adopt the minutes of the meeting of the Planning Committee held on 17 January 2022 (noted at the meeting of 24 January 2022). **App O**
  - ii. To note the draft minutes of the meeting of the Planning Committee held on 14 February 2022. **App P**
- 23. DATE OF NEXT MEETING**
- The next meeting of the Council will be held on Monday, 28 March 2022 at 6 pm.

**The Council may be recommended to pass a resolution under the Public Bodies (Admission to Meetings) Act 1960 to exclude the media and public from the discussion of the following business on the basis that public discussion may prejudice the Council's position and/or staffing issues may be discussed.**

**24. SPITTAL PLAY AREA**

To consider tender documents for work to Spittal Play Area (to follow).

**25. STAFFING MATTERS**

Health update.