

## BERWICK-UPON-TWEED TOWN COUNCIL

Summons to a meeting of Council on Monday, 27 June 2022 At 6.00 pm in the  
Function Room, Northern View, Highcliffe, Spittal, Berwick upon Tweed

The Agenda for the meeting is set out below.



Town Clerk  
22 June 2022

### 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 03 May 2022.	<b>Minutes</b>
4.	<b>DISCLOSURE OF INTERESTS</b> (i) 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. (ii) To receive and consider requests 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.	
5.	<b>DELEGATION OF POWERS</b> To delegate the powers of the Responsible Financial Officer to the Assistant to the Clerk.	

- 6. TOWN MAYOR'S ANNOUNCEMENTS**  
To receive announcements from the Town Mayor.
- 7. CORRESPONDENCE**
- i. To note the Correspondence Log. **App A**
  - ii. Tweed Valley Railway.
- 8. ANNUAL GOVERNANCE STATEMENT**  
To consider the Council's response to the individual statements contained in the Annual Governance Statement section of the AGAR and to authorize the Mayor to sign the Annual Governance statement. **App B**
- 9. ACCOUNTING STATEMENTS**  
To approve the Accounting Statements for the year 2021-22. **App C**
- 10. PUBLICISING THE ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN (AGAR)**  
To consider the report. **Add D**
- 11. SIGNATORY**  
That council appoint an additional signatory to work alongside those already in post.
- 12. MAYOR'S CHARITY**  
To consider opening a new bank account to deal exclusively with donations to the Mayor's Charity.
- 13. TOWN HALL**  
To consider the use of the Town Hall for Town Council events / meetings.
- 14. UPDATE ON TREES AND PLANTERS**  
To receive a verbal update.
- 15. PUBLIC CONVENIENCES**  
To receive a verbal update.
- 16. SPITTAL PLAY AREA**  
To receive a verbal update.
- 17. LOCAL SERVICES**
- i. Refurbishment of new office – to receive a verbal update.
  - ii. Office furniture expenditure. **App E**
  - iii. Recruitment of new staff – to receive a verbal update.
- 18. CO-OPTION OF MEMBER(S)**  
To co-opt Member(s) to the vacant seats at Castle Ward and St Boisil Ward.
- 19. FORWARD PLAN**  
To receive an update on the Forward Plan. **App F**

- 20. LOCAL SERVICES COMMITTEE**
- i. To adopt the minutes of the meeting of the Local Services Committee held on 03 May 2022. **App G**
  - ii. To note the draft minutes of the meeting of the Local Services Committee held on 06 June 2022. **App H**
  - iii. Council is invited to consider the following recommendation detailed in minute **LS019/22**:  
**LS019/22:** The Committee unanimously **RESOLVED** to recommend to Council a large-scale consultation be carried out to establish the scope and provision of required equipment through-out the Town Council area.
- 21. PEOPLE AND COMMUNITIES COMMITTEE**
- i. To adopt the minutes of the meeting of the People and Communities Committee held on 03 May 2022. **App I**
  - ii. To note the draft minutes of the meeting of the People and Communities Committee held on 07 June 2022. **App J**
  - iii. To consider whether the Town Council wishes to appoint a Town Crier.
  - iv. Council is invited to consider the following recommendation detailed in minute **PC013/22**:  
**PC013/22:** “The Projects Officer provided a verbal update. After which, the Committee **RESOLVED** to recommend to Council the addition of a community database to the Town Council website at a cost of approximately £350 – £500.”
- 22. PLANNING COMMITTEE**
- i. To adopt the minutes of the meeting of the Planning Committee held on 03 May 2022. **App K**
  - ii. To note the draft minutes of the meeting of the Planning Committee held on 13 June 2022. **App L**
- 23. BUDGET AND ADMINISTRATION COMMITTEE**
- i. To adopt the minutes of the meeting of the Budget and Administration Committee held on 03 May 2022. **App M**
  - ii. To note the draft minutes of the meeting of the Budget and Administration Committee held on 14 June 2022. **App N**
  - iii. Council is invited to consider the following recommendation detailed in minute **BA019/22**:

**BA019/22:** The Assistant to the Clerk provided an update and distributed a quote to the Committee for work to the Spittal Splash Park. After which, the Committee unanimously **RESOLVED** to recommend approval of the quote to Council and further **RESOLVED** to make a virement from General Reserves to cover any shortfall in budget provision.

**24. STAFFING AND CORPORATE RESOURCES COMMITTEE**

- i. To adopt the minutes of the meeting of the Staffing and Corporate Resources Committee held on 03 May 2022. **App O**
- ii. To note the minutes of the meeting of the Staffing and Corporate Resources Committee held on 14 June 2022. **App P**

**25. DATE OF NEXT MEETING**

The next meeting of the Council will be held on Monday, 26 September 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.**

**26. AUTUMN FESTIVALS**

To receive a verbal update.