

BERWICK-UPON-TWEED TOWN COUNCIL

Minutes of the Council meeting held on Wednesday 21 September 2022 at 6.00 pm in The Meeting Room, Town Council Office, Unit 1, 82 – 88 Marygate, Berwick-upon-Tweed

PRESENT:

Councillors:	M Greener (Chair)	H Lindsay
	J Bowden	J Robertson
	G Brown	G Smith
	R Bruce	L Stephenson
	P Jackson	T Stewart
	A Forbes	A Williams

IN ATTENDANCE:

Mr Gareth Davies, Town Clerk

Julian Smith, Projects Officer

2 members of the public

C049/22

1. OPEN SESSION

Mr Andrew Marshal requested that Council support an initiative to apply for designated bathing water status for Greenses Haven beach. Council unanimously agreed to instruct the Town Clerk to write a letter of support for this initiative on behalf of the Council.

C050/22

2. APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllr Driver.

C051/22

3. MINUTES

- i. On the motion of Cllr Bruce, seconded by Cllr Lindsay, the minutes of the meeting of Berwick-upon-Tweed Town Council held on 27 June 2022, were agreed and signed as a correct record with the following correction: Council agreed that the creation of a Mayor's Charity bank account would be deferred to Budget and Administration Committee for consideration.

- ii. On the motion of Cllr Lindsay, seconded by Cllr Robertson, the minutes of the extraordinary meeting of Berwick-upon-Tweed Town Council held on 23 August 2022, were agreed and signed as a correct record.

C052/22

4. DISCLOSURE OF INTERESTS

- i. There were no disclosures of interest.
- ii. There were no requests for dispensation.

C053/22

5. TOWN MAYOR'S ANNOUNCEMENTS

The Mayor provided details of events they had attended and been involved in.

C054/22

6. SAAA 2022 OPT-OUT COMMUNICATION

On the motion of Cllr J Robertson, seconded by Cllr G Brown, it was **RESOLVED** to accept the recommendation of the Town Clerk that Council continues with its existing audit providers.

C055/22

7. CORRESPONDENCE TO EXTERNAL AUDITOR

The update having been provided by the Town Clerk it was **RESOLVED** without contest to refer the issues arising to the Budget and Administration Committee.

C056/22

8. STANDING ORDERS

Council considered revision to the proposed standing orders. On the motion of Cllr R Bruce seconded by Cllr H Lindsay it was **RESOLVED** to unanimously accept the revised standing orders subject to corrections to point 15b (2).

C057/22

9. BUDGET OUTTURN / CASHFLOW

Council considered the outturn/cashflow reports provided by the Town Clerk:

- i. On the motion of Cllr R Bruce, seconded by Cllr J Robertson, it was unanimously **RESOLVED** to note the budget update report.
- ii. On the motion of Cllr H Lindsay, seconded by Cllr A Williams, it was unanimously **RESOLVED** to note the update on the costs of borrowing, and the risk that the loan might not be provided because of lack of provision to cover the cost of borrowing.
- iii. On the motion of Cllr R Bruce seconded by Cllr J Robertson, it was **RESOLVED** to agree the proposals to reduce spending within Appendix (i).

- iv. On the motion of Cllr R Bruce seconded by Cllr Robertson, it was **RESOLVED** to delegate to the Town Clerk authority to prepare an updated budget, to make payments.

C058/22

10. UPDATE ON ISSUES AND WORK OUTSTANDING

The Town Clerk provided an update.

C059/22

11. SPITTAL PLAY AREA

On the motion of Cllr J Robertson seconded by Cllr G Brown it was **RESOLVED** to note that the scheme of work at Spittal Play Area has been delivered. Councillors thanked officers for delivering the project.

C060/22

12. CHRISTMAS LIGHTS

- i. Standing orders were suspended sufficiently to allow Michael Richardson, a representative of Berwick Rotary Club, to speak to Council regarding Christmas lights on the New Bridge. He confirmed that the light motifs had been destroyed in last year's storms and, given that the Rotary Club has no available funds, he requested that Council consider purchasing a set of new motifs for the bridge that are smaller and less prone to wind damage than the previous motifs. On the motion of Cllr R Bruce seconded by Cllr A Forbes it was **RESOLVED** to hold a named vote on suspending standing orders to purchase the motifs as identified by the Rotary Club and put them on permanent loan to the Rotary Club. The vote passed by 9 to 3. Those voting against were Cllrs J Bowden, J Robertson and P Jackson. Officers were instructed to purchase the proposed lights.
- ii. Officers updated Council with the requirements for lighting motifs to replace or repair the lights damaged during last winter's storm. A sum of £9,694 was identified as non-reoccurring costs. On the motion of Cllr R Bruce seconded by Cllr A Forbes it was **RESOLVED** to instruct officers to vire from reserves sufficient funds to purchase lighting as required. Council further instructed officers to reduce costs wherever possible.

C061/22

13. LITTER BINS

On the motion of Cllr G Brown seconded by Cllr R Bruce it was **RESOLVED** to instruct officers to make a virement from the Seat and Bus Shelter reserve to cover additional costs of litter bins to date and make a virement of additional funds for the future provision of litter bins.

C062/22

14. BANK RECONCILIATIONS

- i. On the motion of Cllr H Lindsay, seconded by Cllr A Forbes, Council unanimously **RESOLVED** that the Mayor sign and receive the bank reconciliations for July 2022.
- ii. On the motion of Cllr H Lindsay, seconded by Cllr A Forbes, Council unanimously **RESOLVED** that the Mayor sign and receive the bank reconciliations for August 2022.

C063/22

15. EXPENDITURE VS BUDGET IN Q1 AND YEAR TO DATE

- i. On the motion of Cllr R Bruce, seconded by Cllr H Lindsay, Council unanimously **RESOLVED** to note the report for Quarter 1.
- ii. On the motion of Cllr R Bruce, seconded by Cllr H Lindsay, Council unanimously **RESOLVED** to note the report for Year to Date.

C064/22

16. ANNOUNCEMENT OF CASUAL VACANCIES

On the motion of Cllr H Lindsay seconded by Cllr A Forbes it was **RESOLVED** to declare casual vacancies and issue the notice to the public, and to the returning officer at Northumberland County Council.

C065/22

17. FIRE RISK ASSESSMENT

Council noted that a fire risk assessment of the Council Offices had been made by Northumberland Fire and Rescue Service who confirmed that a reasonable level of fire safety was evident in the premises.

C066/22

18. REPRESENTATION ON OUTSIDE BODIES

No nominations for Town Council representation to the Berwick-upon-Tweed Corporation (Freemen) Trustees came forward and nomination will go forward to November's Council meeting.

C067/22

19. FORWARD PLAN

It was **RESOLVED** to note the Forward Plan.

C068/22

20. LOCAL SERVICES COMMITTEE

- i. It was **RESOLVED** on the motion of Cllr L Stephenson, seconded by Cllr J Bowden, to adopt the minutes of the meeting of the Local Services Committee held on 06 June 2022 (noted at the meeting of 27 June 2022).
- ii. It was **RESOLVED** on the motion of Cllr L Stephenson, seconded by Cllr R Bruce, to adopt the minutes of the meeting of the Local Services Committee held on 04 July 2022.
- iii. It was **RESOLVED** on the motion of Cllr R Bruce, seconded by Cllr L Stephenson, to note the draft minutes of the meeting of the Local Services Committee held on 05 September 2022.

C069/22

21. PEOPLE AND COMMUNITIES COMMITTEE

- i. It was **RESOLVED** on the motion of Cllr H Lindsay, seconded by Cllr AcWilliams, to adopt the minutes of the meeting of the People and Communities Committee held on 07 June 2022 (noted at the meeting of 27 June 2022).
- ii. It was **RESOLVED** on the motion of Cllr H Lindsay, seconded by Cllr A Williams, to adopt the minutes of the meeting of the People and Communities Committee held on 05 July 2022.
- iii. It was **RESOLVED** on the motion of Cllr R Bruce, seconded by Cllr H Lindsay, to note the draft minutes of the extraordinary meeting of the People and Communities Committee held on 05 August 2022.
- iv. It was **RESOLVED** on the motion of Cllr A Williams, seconded by Cllr R Bruce, to note the draft minutes of the extraordinary meeting of the People and Communities Committee held on 06 September 2022.

C070/22

22. PLANNING COMMITTEE

- i. It was **RESOLVED** on the motion of Cllr M Greener, seconded by Cllr G Smith, to adopt the minutes of the meeting of the Planning Committee held on 13 June 2022 (noted at the meeting of 27 June 2022).
- ii. It was **RESOLVED** on the motion of Cllr R Bruce, seconded by Cllr M Greener, to adopt the minutes of the meeting of the Planning Committee held on 18 July 2022.

- iii. It was **RESOLVED** on the motion of Cllr R Bruce, seconded by Cllr M Greener, to note the draft minutes of the meeting of the Planning Committee held on 08 August 2022.

C071/22

23. 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 14 June 2022 (noted at the meeting of 27 June 2022).
- 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 19 July 2022.

C072/22

24. STAFFING AND CORPORATE RESOURCES COMMITTEE

It was **RESOLVED** on the motion of Cllr H Lindsay, seconded by Cllr A Williams to note the minutes of the meeting of the Staffing and Corporate Resources Committee held on 05 August 2022.

C073/22

25. DATE OF NEXT MEETING

The next meeting of the Council will be held on Monday, 28 November 2022 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.

C074/22

26. ISSUES AND FUTURE TRAINING

The Town Clerk provided an update with regard to issues around progress with probation reviews and future training plans.