

BERWICK-UPON-TWEED TOWN COUNCIL

Minutes of the Annual Council meeting held on Tuesday 02 May 2023 at 6.00 pm in The Meeting Room, Town Council Office, Unit 1, 82 – 88 Marygate, Berwick-upon-Tweed

PRESENT:

Councillors:	M Greener (Chair for Item 1)	R Mackenzie
	J Robertson (Chair Item 2 onwards)	G Smith
	J Bowden (up to Item 5)	L Stephenson
	G Brown	T Stewart
	R Driver	J Turton
	P Jackson	

IN ATTENDANCE:

Mr Gareth Davies, Town Clerk
Stephen Cozens, Assistant to the Clerk
Joyce Benton, Sergeant-at-Mace
Justine Walker, Administration Assistant
Cty Cllr G Hill
Cty Cllr C Seymour
4 members of the public

C001/23

1. ELECTION OF TOWN MAYOR

Cllr J Robertson was proposed by Cllr P Jackson and seconded by Cllr R Driver.

Cllr M Greener proposed himself and was seconded by Cllr L Stephenson.

A secret ballot was conducted and Cllr M Greener was eliminated with fewest votes. At this point it was **RESOLVED** unanimously that Cllr J Robertson be appointed Town Mayor of Berwick-upon-Tweed for the year 2023/2024.

C002/23

2. THE TOWN MAYOR END-OF-TERM ADDRESS

The Town Mayor provided hard copies outlining details of events they had attended and been involved in, their end-of-term address and the Mayor's Charity.

C003/23

3. DECLARATION OF ACCEPTANCE OF OFFICE

Cllr J Robertson signed the Declaration of Acceptance of Office of Town Mayor, witnessed by the Town Clerk.

C004/23

4. APPOINTMENT OF SHERIFF

Cllr J Robertson updated the meeting that the appointment of Sheriff would be confirmed in due course.

C005/23

5. ELECTION OF DEPUTY TOWN MAYOR

Cllr P Jackson was proposed by Cllr R Driver and seconded by Cllr R Mackenzie.

It was **RESOLVED** unanimously that Cllr P Jackson be appointed Deputy Town Mayor of Berwick-upon-Tweed for the year 2023/2024.

C006/23

6. OPEN SESSION

A local resident asked if there are any plans to clean Spittal Promenade. Cty Cllr G Hill provided a response and also requested a litter bin for the end of Riverside Walk in Tweedmouth.

A representation was made to county councillors that Northumberland County Council (NCC) officers are available for the public in the library building more often than present. Cty Cllr C Seymour replied that they will take this forward.

C007/23

7. APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllr H Lindsay.

C008/23

8. MINUTES

On the motion of Cllr T Stewart, seconded by Cllr R Mackenzie, the minutes of the meeting of Berwick-upon-Tweed Town Council held on 27 March 2023, were agreed and signed as a correct record.

C009/23

9. DISCLOSURE OF INTERESTS

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

C010/23

10. CO-OPTION PROCESS

Council unanimously **RESOLVED** to agree the procedure set out in the report with the addition that co-optees be asked why they would like to be a Town Councillor and what skills and experience they will bring to the Council.

C011/23

11. ANNOUNCEMENT OF A CASUAL VACANCY

Council unanimously **RESOLVED** to declare casual vacancies and issue the notices to the public, and to the returning officer at NCC.

C012/23

12. BANKING ARRANGEMENTS

- i. Members unanimously **RESOLVED** that the list of institutions with which accounts are held by the Council was noted.
- ii. Members unanimously **RESOLVED** to confirm:
 - a. That Cllr R Mackenzie be added to the list of signatories,
 - b. That Cllr H Lindsay be removed from the list of signatories, and
 - c. That, subsequent to these amendments, the following people may act as signatories with immediate effect:
 - Mr John Alexander Robertson, Chairperson and Councillor
 - Ms Rachel Victoria Driver, Councillor
 - Mr Michael William Greener, Councillor
 - Mr Paul Robert William Jackson, Councillor
 - Mrs Rosemary Mackenzie, Councillor
 - Mr Gareth Reginald Davies, Town Clerk
 - Mr Julian Marcus Smith, Projects Officer
 - Mr Stephen Derek Cozens, Assistant to the Clerk
- iii. Members unanimously **RESOLVED** to confirm that two signatories are required to authorise transactions.

C013/23

13. PROPOSAL

- i. On the motion of Cllr P Jackson, seconded by Cllr R Mackenzie, Council unanimously **RESOLVED** that the Staffing and Corporate Resources Committee become a standing committee of Council, to meet on a regular basis and with membership approved by Council.
- ii. On the motion of Cllr P Jackson, seconded by Cllr R Mackenzie, Council unanimously **RESOLVED** to approve the merger of the Local Services Committee and the People and Communities Committee into one committee to be called the Communities and Local Services Committee.

C014/23

14. MUNICIPAL CALENDAR

Council unanimously **RESOLVED** to approve option 2, contained within the report Appendix D(ii) as the Municipal Calendar for the year 2023/2024.

C015/23

15. TERMS OF REFERENCE

Council unanimously **RESOLVED** to approve option 2, contained within the report Appendix E(ii) as the Terms of Reference for the Committees.

C016/23

16. COMMITTEE STRUCTURE

- i. On the motion of Cllr G Brown, seconded by Cllr J Turton, Council unanimously **RESOLVED** that the Staffing and Corporate Resources Committee shall comprise no more than five members and all other Committees shall comprise no more than eight members.
- ii. On the motion of Cllr R Mackenzie, seconded by Cllr G Brown, Council **RESOLVED** that the Mayor be included in the five members of the Staffing and Corporate Resources Committee.

C017/23

17. APPOINTMENT OF MEMBERS TO COMMITTEES

The membership of Standing Committees for 2023/2024 was agreed as follows:

Budget and Administration – Cllrs R Driver, M Greener, R Mackenzie, J Robertson and T Stewart;

Communities and Local Services – Cllrs J Bowden, G Brown, M Greener, P Jackson, J Robertson, G Smith, L Stephenson and J Turton;

Planning – Cllrs R Driver, J Robertson, T Stewart and J Turton; and

Staffing and Corporate Resources – Cllrs G Brown, R Mackenzie, J Robertson, T Stewart and J Turton.

C018/23

18. REPRESENTATION ON OUTSIDE BODIES

Council unanimously **RESOLVED** to nominate Cllr L Stephenson as a Town Council representative to the Berwick-upon-Tweed Corporation (Freemen) Trustees.

C019/23

19. APPOINTMENTS TO OUTSIDE BODIES

The appointment of Town Councillors to outside bodies was reviewed, amended and agreed.

The revised list is attached as Appendix A to these minutes.

C020/23

20. STAFFING AND CORPORATE RESOURCES COMMITTEE

It was **RESOLVED** on the motion of Cllr M Greener, seconded by Cllr G Brown to adopt the minutes of the meeting of the Staffing and Corporate Resources Committee held on 16 December 2023 (noted at the meeting of 23 January 2023).

C021/23

21. LOCAL SERVICES COMMITTEE

- i. It was **RESOLVED** on the motion of Cllr J Turton, seconded by Cllr G Smith to adopt the minutes of the meeting of the Local Services Committee held on 06 March 2023 (noted at the meeting of 27 March 2023).
- ii. It was **RESOLVED** on the motion of Cllr J Turton, seconded by Cllr M Greener to adopt the minutes of the meeting of the Local Services Committee held on 03 April 2023.

C022/23

22. PEOPLE AND COMMUNITIES COMMITTEE

- i. It was **RESOLVED** on the motion of Cllr R Driver, seconded by Cllr G Smith to adopt the minutes of the meeting of the People and Communities Committee held on 07 March 2023 (noted at the meeting of 27 March 2023).
- ii. It was **RESOLVED** on the motion of Cllr G Smith, seconded by Cllr R Driver to adopt the minutes of the meeting of the People and Communities Committee held on 04 April 2023.

C023/23

23. 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 March 2023 (noted at the meeting of 27 March 2023).
- ii. It was **RESOLVED** on the motion of Cllr R Driver, seconded by Cllr M Greener to adopt the minutes of the meeting of the Planning Committee held on 11 April 2023.

C024/23

24. BUDGET AND ADMINISTRATION COMMITTEE

- i. It was **RESOLVED** on the motion of Cllr T Stewart, seconded by Cllr M Greener to adopt the minutes of the meeting of the Budget and Administration Committee held on 14 March 2023 (noted at the meeting of 27 March 2023).

- ii. It was **RESOLVED** on the motion of Cllr R Mackenzie, seconded by Cllr T Stewart to adopt the minutes of the meeting of the Budget and Administration Committee held on 12 April 2023.

C025/23

25. DATE OF NEXT MEETING

The next meeting of the Council will be held on Monday, 26 June 2023 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.

C026/23

26. ACQUISITION OF LAND AT RAMPARTS

Council unanimously **RESOLVED** to delegate authority to Officers in consultation with the Mayor to agree the licence for the acquisition of land at the Ramparts up to a cost of £2.5k per annum.

C027/23

27. FUTURE OF NEWFIELDS PAVILION

On the motion of Cllr G Brown, seconded by Cllr R Driver, Council **RESOLVED** to not pursue any interest in Newfields Pavilion.

C028/23

28. ACQUISITION OF LAND FOR POSSIBLE MICRO PARK

On the motion of Cllr G Brown, seconded by Cllr R Driver, Council **RESOLVED** to approve that interest in the acquisition of land for a possible micro park be pursued.

C029/23

URGENT BUSINESS

On the motion of Cllr J Robertson, seconded by Cllr R Mackenzie, Council **RESOLVED** to provide guidance to Officers regarding an approach for support for a statue of Jimmy Strength.

APPOINTMENTS TO OUTSIDE BODIES 2023-2024

Name of Organisation	Representative/s in 23-24	Term of Appointment
Berwick-upon-Tweed Corporation (Freemen) Trustees From November 2023 *	Cllr M Greener Cllr P Jackson Cllr R Mackenzie Cllr L Stephenson Cllr T Stewart	* 1 year until 30th November 2024 * Decision on membership was deferred until November 2022
Berwick Town Forum	Cllr G Brown Cllr J Robertson Deputies: Cllr R Driver Cllr R Mackenzie	
Berwick Youth Project	Cllr G Brown	Annual
Conservation Area Advisory Group	Cllr M Greener Cllr T Stewart	Annual
Friends of Five Arches	Cllr T Stewart	
Litter Prevention Champion	Cllr L Stephenson	
North Northumberland Voluntary Forum	Cllr L Stephenson	
Northumberland Association of Local Councils (NALC) – County Committee	Cllr J Robertson	Annual
Town and Parish Liaison Group	Cllr P Jackson Deputy: Cllr T Stewart	

Riding of the Bounds Association	Cllr G Smith	Annual
St Aidans	Cllr P Jackson Cllr G Smith	Annual
Sure Start Children's Board	Cllr R Driver Cllr R Mackenzie	Annual