

BERWICK-UPON-TWEED TOWN COUNCIL

Summons to a meeting of Council on Monday, 05 August 2024 at 6.00 pm in
The Meeting Room, Berwick-upon-Tweed Town Council Office, Unit 1, 82 – 88 Marygate, Berwick-upon-Tweed

The Agenda for the meeting is set out below.

Cllr J Robertson

Proper Officer

31 July 2024

AGENDA

ITEM NO.	TITLE	DESCRIPTION OF ITEM	APPS
1.	OPEN SESSION	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.	APOLOGIES FOR ABSENCE	To receive apologies for absence.	
3.	MINUTES	To sign as a correct record the minutes of the Berwick-upon-Tweed Town Council meeting held on 24 June 2024.	Draft Minutes
4.	DISCLOSURE OF INTERESTS	(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.	TOWN MAYOR'S ANNOUNCEMENTS	To receive announcements from the Town Mayor.	
6.	FORTHCOMING COMMEMORATIVE EVENTS 2025	To discuss forthcoming commemorative events in 2025 and to consider the Town Council's participation.	
7.	LOCAL TRANSPORT PLAN (LTP) CAPITAL PROGRAMME 2025-26	To delegate authority to the Communities and Local Services Committee to consider a final decision on priorities for the LTP Capital Programme 2025-26.	
8.	TOURISM OFFICER	To consider the report.	App A
9.	SCHEME OF DELEGATION	To consider adoption of the draft Scheme of Delegation.	
10.	STANDING ORDERS	To note the revised Standing Orders.	App B
11.	LONE WORKING POLICY	To consider the recommendation of the Budget and Administration Committee to adopt the Lone Working Policy.	
12.	JOB EVALUATION APPEALS PROCEDURE	To consider the recommendation of the Budget and Administration Committee to adopt the Job Evaluation Appeals Procedure.	
13.	MENTORING	To consider authorising the spending of up to £1,000 on a mentoring programme for each new senior Officer.	
14.	RECRUITMENT	To receive a verbal update.	
15.	ACTION PLAN	To receive an update.	
16.	BUDGET AND ADMINISTRATION COMMITTEE	<ul style="list-style-type: none"> i. To adopt the minutes of the meeting of the Budget and Administration Committee held on 10 June 2024 (noted at the meeting of 24 June 2024). ii. To note the draft minutes of the meeting of the Budget and Administration Committee held on 22 July 2024 (to follow). 	<p>App C</p> <p>App D</p>

17.	COMMUNITIES AND LOCAL SERVICES COMMITTEE	<ul style="list-style-type: none"> i. To adopt the minutes of the meeting of the Communities and Local Services Committee held on 03 June 2024 (noted at the meeting of 24 June 2024). ii. To note the draft minutes of the meeting of the Communities and Local Services Committee held on 15 July 2024. 	App E
18.	PLANNING COMMITTEE	<ul style="list-style-type: none"> i. To adopt the minutes of the meeting of the Planning Committee held on 17 June 2024 (noted at the meeting of 24 June 2024). ii. To note the draft minutes of the meeting of the Planning Committee held on 29 July 2024 (to follow). 	App G App H
19.	DATE OF NEXT MEETING	The next meeting of the Council will be held on Monday, 30 September 2024 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.		
20.	MINUTES	To sign as a correct record the minutes of the Berwick-upon-Tweed Town Council extraordinary meeting held on 11 July 2024 (to follow).	Draft Minutes
21.	STAFFING COMMITTEE	<ul style="list-style-type: none"> i. To adopt the minutes of the meeting of the Staffing Committee held on 18 June 2024 (noted at the meeting of 24 June 2024). ii. To note the draft minutes of the extraordinary meeting of the Staffing Committee held on 04 July 2024. iii. To note the draft minutes of the extraordinary meeting of the Staffing Committee held on 29 July 2024. 	App I App J App K