

Annual Report of Member Activities and Attendance

The purpose of the appendix is to provide to the annual meeting of the Council a report of the activities of members who are representing the Council on outside bodies.

- i. Members were appointed at the last annual meeting to represent the Town Council on outside bodies.
- ii. Reports are attached, together with a summary of member attendance at Council meetings.

Recommendation

The Council to note the report.

**1. Berwick Community Trust
(Councillor I Dixon)**

Due to the meetings being held on the dates of the full Council I have been unable to attend apart from a meeting hosted by the trust meeting the Mayor of Fishguard and officials.

**2. Berwick-upon-Tweed Corporation (Freemen) Trustees
(Councillors H Bettison, I Dixon, J Lang, G Roughead and C Seymour)**

Councillor H Bettison

The Trustees have given due consideration to general guidance published by the charity commission relating to public benefit.

The Trustees have met monthly to conduct the business of the Charity in accordance with the provisions of the 1926 Act.

The income from the Estates and investments is distributed to the Guild of Freeman and their Widows and a number of other beneficiaries in accordance with the terms of the governing Acts and the arbitrations made there under.

The Berwick Town council are made Payment of Surplus on Schedule 111, where monies used by the Council is for to enhance the Town of Berwick, Spittal & Tweedmouth.

Councillor I Dixon

I am one of 5 town Councillors on this committee which meets on the last Friday of every month.

Most of the business involved is the running of the Town Hall and other Freeman issues some of which are confidential.

Councillor C Seymour

This organisation meets on the last Friday evening of each month and is attended by 5 nominated Town Councillors as well as 5 members of the Freeman Trustees. These meetings are confidential and deal with various aspects of the Berwick upon Tweed Corporation (Freemens) Trustees Estate.

**3. Berwick Fair Trade
(Councillor C Seymour)**

Berwick is a Fairtrade town. This means that a number of schools, catering outlets, businesses and churches are committed to using Fairtrade products. The town council supports the scheme. The local Fairtrade steering group representing a range of local organisations and sectors meets regularly to ensure the Fairtrade Town continues to develop, gain support and retain Berwick Fairtrade status.

As councillor representing the council on the Fairtrade Steering Group, last August, I was pleased to announce and present the Certificate to Town Council on successfully renewing its Fairtrade Town Status. The town was first awarded this status in 2011 in recognition of strong support for Fairtrade within the town and the achievement of five qualifying goals, such as a wide availability of Fairtrade products in local shops and catering outlets and high levels of support from local people, businesses, the council, faith groups and schools.

Rachael Sweet, Fairtrade Foundation's Campaigns Manager, said, "It is wonderful to see such a strong bond formed between the steering group and Town Council. The importance of local council support is crucial to increase the reach and impact of campaigns." Adam Gardner, Communities Campaigns Manager at the Fairtrade

Foundation said, "We're so pleased that Berwick has renewed their Fairtrade status and laid out clear and exciting goals to take Fairtrade further. Thanks to the ongoing support of the public and campaigners, an increasing number of farmers in developing countries are now selling their products on Fairtrade terms, bringing them a stable income and the chance to trade their way out of poverty. I am sure that the council will be pleased at these endorsements of its support for Fairtrade and will be glad to continue to give it." Activities as follows:

Town Council

For the second year there was involvement in town activities such as the Investor's Conference at the Town Hall. Fairtrade provided coffee and tea and had an information stall. Also, the Fairtrade logo was added on literature for the conference.

Two banners that the council had funded previously are displayed prominently during Fairtrade fortnight February 27th to March 12th 2017 and other occasions when are active.

Schools

A number of schools entered a Fairtrade poster completion during Fairtrade fortnight. Kate Stephenson of the Watchtower Gallery judged the entries and on Friday, March 3rd at the Town Hall the Mayor was invited to presented prizes to pupils from Longridge Towers School, Grove School, Scremerston School, Tweedmouth West School and St. Cuthbert's School.

Churches

Almost all the local churches are Fairtrade.

Community

Members have used 'Thought for the Week' slots in the local paper to promote Fairtrade.

**4. Berwick in Bloom
(Councillor A Gibson)**

No report received.

**5. Berwick Youth Project
(Councillor G Smith)**

No report received.

**6. Cittaslow Working Group
(No representative)**

**7. Conservation Area Advisory Group
(Councillor D Blackburn)**

No report received.

**8. Northumberland Association of Local Councils (NALC) – County Committee
(Councillor K Graham and C Seymour)**

Councillor C Seymour

The NALC County Committee takes place every two months in Morpeth and represents the interests of parish and town councils, whilst offering specialist training, advice and other support to its members, such as Councillor training.

The County committee is composed of councillors and clerks, supports councils on procedures, financial management, governance, insurance, giving support to community projects, ICT, newsletters, premises management, village greens, and town and country

planning. NALC also works on behalf of its members with other organisations at regional, county and district level and with Society of Local Councils and is the contact point for parish and town councils.

NALC is refreshing its website and hope that part of the site will provide precedents for Councils to use. The intention is to have a range available, rather than just one for each topic, to reflect the variety of members. An official launch will be after the County Committee on 20th May.

**9. Northumberland Town and Parish Council Charter Review Group
(Chair / Vice Chair of the Council)**

No report received.

**10. Parks Steering Group
(Councillor G McLean)**

No report received.

**11. Riding of the Bounds Association
(Councillor K Graham)**

The committee have thoroughly changed their management of event. The committee structure has changed considerably too. They have had a tremendous amount of work to do over the last year, bringing this event alive again within the town. Meetings have been weekly for the past 10 weeks.

This has seen their development plan come into action.

Large ground works have been carried out and ditches drained.

The committee headed by Judith Eltringham have reviewed all the event sponsors. This has resulted in a huge increase in sponsors for the event this year.

The defunct, aged website has been completed upgraded by a local web designer. This has allowed the event to gain a professional PR boost.

The committee are determined to bring people to the area to support the event and spend money into local businesses.

Enquiries have seen local B&B's booked up with visitors.

This year's brochure has doubled in size due to the diligence of the groups administration. Again printed by a local business.

All the requisite licences, safety, risk assessment and marshall's are now in place for the event.

The chair has liaised with County Council Officers, myself, The Town Clerk and others to follow the correct protocol for such a large event.

There have been a number of charity fund raisers to help fund the event.

There is going to be a competition this weekend for the best dressed window in town, with a riding theme.

Local groups are also running workshops to support the "hobby horse event", the Thursday before the ride.

The new committee has helped increase the number of riders in this event.

It has been a pleasure to be associated with this new revamped, professional, hard working committee.

The committee have asked that I thank BTC for the funding given to ensure this event could take place. With the council's continued support they hope this event will continue to grow and make the future secure for Berwick's Common Ride.

- 12. St Aidans
(Councillor G Smith)**
No report received.
- 13. Sure Start Children's Board
(No representative)**
- 14. Tweedmouth Community Football Club
(Councillors K Graham and P Hodgson)**
No report received.

KEY			
Attended	√	Absent	X
Apologies	A	Sick	S

ENVIRONMENT AND REGENERATION

COUNCILLOR	Jun 2016	TOTAL
H Bettison	√	1/1 (100%)
D Blackburn	√	1/1 (100%)
I Dixon	√	1/1 (100%)
A Forbes	√	1/1 (100%)
A Gibson	√	1/1 (100%)
E Goodyer	√	1/1 (100%)
K Graham	√	1/1 (100%)
G Hill	√	1/1 (100%)
P Hodgson	A	0/1 (0%)
J Lang	A	0/1 (0%)
G McLean	√	1/1 (100%)
G Roughead	√	1/1 (100%)
C Seymour	A	0/1 (0%)
G Smith	√	1/1 (100%)

EVENTS

COUNCILLOR	June 2016	TOTAL
D Blackburn	A	0/1 (0%)
I Dixon	√	1/1 (100%)
A Forbes	√	1/1 (100%)
K Graham	√	1/1 (100%)
G Hill	√	1/1 (100%)
J Lang	√	1/1 (100%)
G Roughead	√	1/1 (100%)
C Seymour	√	1/1 (100%)

FINANCE AND RESOURCES

COUNCILLOR	May 2016	Jun 2016	TOTAL
I Dixon	√	A	1/2 (50%)
A Forbes	√	√	2/2 (100%)
A Gibson	A	√	1/2 (50%)
K Graham	A	√	1/2 (50%)
G Hill	√	√	2/2 (100%)
P Hodgson	√	√	2/2 (100%)
G McLean	√	√	2/2 (100%)
G Roughead	√	√	2/2 (100%)
C Seymour	√	√	2/2 (100%)

KEY			
Attended	√	Absent	X
Apologies	A	Sick	S

PLANNING

COUNCILLOR	May 2016	Jul 2016	Aug 2016	Sep 2016	Oct 2016	Nov 2016	Dec 2016	Jan 2017	Feb 2017	Mar 2017	Apr 2017	TOTAL
I Dixon	√	√	A	A	A	√	A	√	√	√	√	7/11 (64%)
A Forbes	√	√	√	√	√	A	√	A	√	√	√	9/11 (82%)
E Goodyer	X	A										0/2 (0%)
G Hill	√	√	A	A	A	√	A	A				3/8 (38%)
J Lang									√	A	A	1/3 (33%)
G Roughead	√	√	√	√	√	√	√	A	√	√	√	10/11 (91%)
C Seymour	√	√	√	A	√	√	A	√	A	A	√	7/11 (64%)
G Smith	√	A	A	√	√	A	√	√	√	√	√	8/11 (73%)

KEY			
Attended	√	Absent	X
Apologies	A	Sick	S

STAFFING

COUNCILLOR	May 2016	Aug 2016	Dec 2016	Jan 2017	TOTAL
H Bettison	A	√	A	A	1/4 (25%)
D Blackburn	A	√	A	√	2/4 (50%)
I Dixon	√	√	A	A	2/4 (50%)
A Forbes	A	√	√	A	2/4 (50%)
A Gibson	√	√	√	A	3/4 (75%)
K Graham	A	√	√	A	2/4 (50%)
G Hill	√	√	X	A	2/4 (50%)
P Hodgson	√	√	√	√	4/4 (100%)
J Lang	√	√	√	√	4/4 (100%)
G McLean	√	√	√	√	4/4 (100%)
G Roughead	√	√	√	A	3/4 (75%)
C Seymour	√	√	A	A	2/4 (50%)
G Smith	√	√	√	√	4/4 (100%)

INTERIM TOWN CLERK / RFO COMMITTEE

COUNCILLOR	Sep 2016	Sep 2016	Jan 2017	Feb 2017	Mar 2017	TOTAL
I Dixon	√	√	√	√	√	5/5 (100%)
A Forbes	√	√	√	√	√	5/5 (100%)
K Graham	√	√	√	√	√	5/5 (100%)
G Hill	√	√	√	√	√	5/5 (100%)
P Hodgson	√	A	√	√	√	4/5 (80%)
G Roughead	√	√	√	√	√	5/5 (100%)