

## BERWICK-UPON-TWEED TOWN COUNCIL

### Minutes of a Meeting of the Town Council held on Monday 10 April 2017 at 6.00 pm at The Town Hall, Marygate, Berwick-upon-Tweed

Councillors:	I Dixon (Town Mayor)	G Hill
	H Bettison	P Hodgson
	D Blackburn	J Lang
	A Forbes	G McLean
	T Forrester	B Parkin
	A Gibson	G Roughead
	E Goodyer	G Smith
	K Graham	

#### IN ATTENDANCE:

Mr Gareth Davies, Interim Town Clerk

Steve Cozens, Assistant to the Clerk

Joyce Benton, Sergeant-at-Mace

11 members of the public, 1 member of the press.

#### OPEN SESSION

A member of the public made a number of points concerning developments in Berwick before moving onto praise Cllr Jim Smith, who is retiring from Northumberland County Council. It was **RESOLVED** by general acclamation to write to Cllr Smith thanking him for his commitment and dedication to the people of Berwick.

#### **C323/16**      **1. APOLOGIES FOR ABSENCE**

Apologies for absence had been received on behalf of Cllr C Seymour, and for lateness on the part of Cllr G Roughead.

#### **C324/16**      **2. MINUTES**

The minutes of the Berwick-upon-Tweed Town Council meeting held on 20 March 2017 were agreed and signed as a correct record.

#### **C325/16**      **3. DISCLOSURE OF INTERESTS**

Cllr Blackburn disclosed a personal, non prejudicial interest in Item 13.

- C326/16**      **4. REQUEST FOR DISPENSATION**  
There were no requests for dispensation.
- C327/16**      **5. TOWN MAYOR'S ANNOUNCEMENTS**  
The Mayor reported on various engagements, including the 2<sup>nd</sup> Berwick Business and Investor Conference, the opening of Tweedmouth Bowling Club for the new season, the annual concert of Berwick Male Voice Choir, the visit of the Bishop of Berwick to the Parish Church, and the granting of the Freedom of the Town to 5 MI Battalion. In particular the Mayor thanked the staff of the council; Joyce Benton, Steve Cozens, Gareth Davies, Robert Leetham, and Michael Herriot of the Guildhall for their contribution to making the day a great success.
- C328/16**      **6. CORRESPONDENCE**  
Members **RESOLVED** without division to note the correspondence log.
- C329/16**      **7. ELECTIONS 2017; ADMINISTRATION AND CO-OPTION PROCEDURE**  
It was **RESOLVED** unanimously, on the motion of the Mayor to adopt the suggested procedure.
- C330/16**      **8. COMMITTEE STRUCTURE**  
Members expressed reservations about the degree of delegation with regard to investments, but otherwise **RESOLVED** to instruct the Interim Town Clerk to bring forward proposals similar to Option A in the report, for a council with three committees and a separate planning committee.
- C331/16**      **9. KOSB ASSOCIATION**  
It was **RESOLVED** to send the suggested letter of support.
- C332/16**      **10. BERWICK BARRACKS**  
It was **RESOLVED** to provide up to £25,000 from unallocated reserves for this project and that payments be made in stages of £10K, £7.5K and £7.5K, with authority to release payments delegated to the RFO, in order to ensure that not all the sum committed is lost should the work not be completed for any reason.
- C333/16**      **11. COUNCILLOR EMAILS AND SERVER**  
It was **RESOLVED** that council noted the increased costs associated with the changes to the existing IT contract outlined in paragraphs 5 & 8 of the report, above, and it was further **RESOLVED** to instruct staff to make the necessary purchases and virements, as outlined, under the existing contract, and  
It was also **RESOLVED** to delegate to the Interim Town Clerk the authority to negotiate the specification of the server within the boundaries laid out.
- C334/16**      **12. NEIGHBOURHOOD PLAN**  
A verbal update was received from Cllr Goodyer and it was resolved to adopt the

Housing Background paper and supporting evidence as part of the evidence base for the Neighbourhood Plan.

**C335/16 13. TOWN MEETING – MAY 2017**

It was **RESOLVED**, on a motion proposed by Cllr Roughead, that the council should use an online poll to determine the topics for discussion at the Annual Town Meeting.

**C336/16 14. APPROVE PLANS FOR ANNUAL MEETING OF COUNCIL**

It was **RESOLVED** to note the report.

**C337/16 15. STAFF SALARIES AND PERFORMANCE REVIEWS**

It was **RESOLVED** to note the report.

**C338/16 16. FORWARD PLAN**

It was **RESOLVED** to note the Forward Plan subject to the service requests made by Cllr Blackburn.

**C339/16 17. PLANNING COMMITTEE**

It was **RESOLVED** to adopt the minutes of the meeting of the Planning Committee held on 21 February 2017.

**C340/16 18. DATE OF NEXT MEETING**

The next meeting of the Council will be held on Monday 24 April 2017 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 business on the basis that public discussion might prejudice the Council's position and staffing issues might be discussed.**

At this point the Public withdrew.

**C341/16 19. FEASIBILITY STUDY – PROPERTY ACQUISITION**

It was **RESOLVED** to note the update and to monitor the situation.

**C342/16 20. RESOURCING OF TOWN COUNCIL; APRIL – MAY 2017**

Council **RESOLVED** by 9 votes to 1, on each of the recommendations, to adopt the recommendations contained within the report.