

## BERWICK-UPON-TWEED TOWN COUNCIL

### Minutes of a Meeting of the Town Council held on Monday 24 October 2016 at 6.00 pm at The Town Hall, Marygate, Berwick-upon-Tweed

Councillors:	I Dixon (Town Mayor)	P Hodgson
	H Bettison	J Lang
	A Forbes	G McLean
	A Gibson	G Roughead
	E Goodyer	C Seymour
	K Graham	G Smith
	G Hill	

#### IN ATTENDANCE:

Mr Gareth Davies, Interim Town Clerk

Steve Cozens, Assistant to the Clerk

Joyce Benton, Sergeant-at-Mace

Brian Douglas, Sheriff

22 members of the public approximately

Moira Macfarlane, Chief Executive of Citizens Advice Northumberland

#### OPEN SESSION

A number of members of the public spoke on issues of local interest. Members agreed without division a request that the Town Clerk write on their behalf to Active Northumberland concerning changes in the pricing structure of their services, and the cessation of free membership for a Berwick resident.

Following a contribution from Cllr D Blackburn it was **RESOLVED** to suspend standing orders to allow another member of the public to address council, despite the time allotted for the open session having expired. Standing Orders were then re-instated.

At this point Cllr Blackburn left the meeting.

#### C148/16 1. CITIZENS ADVICE BUREAU

A presentation from Ms M McFarlane was followed by a discussion during which members were of the consensus that continued support for the CAB should be part of their budget discussions.

**C149/16**

**2. APOLOGIES FOR ABSENCE**

Apologies for absence had been received on behalf of Cllrs B Parkin and T Forrester.

**C150/16**

**3. MINUTES**

The minutes of the Berwick-upon-Tweed Town Council meeting held on 10 October 2016 were agreed and signed as a correct record, subject to an amendment to substitute Cllr Smith for Cllr Hill in the list of councillors offering their apologies for absence.

**C151/16**

**4. DISCLOSURE OF INTERESTS**

Cllrs Goodyer and Roughead declared personal and pecuniary interest in item 16.

**C152/16**

**5. REQUEST FOR DISPENSATION**

There were no requests for dispensation.

**C153/16**

**6. TOWN MAYOR'S ANNOUNCEMENTS**

After thanking Cllr Roughead for standing in for him the Mayor confined his remarks to an explanation of the challenges faced by residents of the town of Berwick who had to travel to hospitals in the south east of the county, and used his personal experiences of this to make the case for future investment in health provision in Berwick-upon-Tweed.

**C154/16**

**7. COUNTY COUNCILLOR REPORTS**

The reports were noted, and are appended to the Minutes of the meeting.

**C155/16**

**8. QUARTERLY REVIEW AND RESERVES FIGURES**

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

**C156/16**

**9. BUDGET AND MEDIUM TERM FINANCIAL PLAN**

After the Town Clerk had presented his report it was **RESOLVED**, in the interests of good governance

- (i) to waive financial regulation 3.3
- (ii) to waive financial regulation 3.4
- (iii) to waive financial regulation 3.8
- (iv) to note the breaches of financial regulations 11.2 and 11.3, and it was further **RESOLVED** in order to enable a legal budget and precept to be set
- (v) to instruct the RFO to prepare a draft budget and MTFP by 30th November, and
- (vi) to note the RFO's proposal that a draft stand still budget be prepared for the financial year 2017-18.

**C157/16**

**10. FORWARD PLAN**

In order to better enable council to manage its timetable it was **RESOLVED** to

receive a forward plan report at each meeting.

**C158/16**

## **11. EXTERNAL AUDIT**

In the interests of good governance and financial accountability council **RESOLVED**

- (i) to receive and accept the Auditors certificate, the Annual Return and the Issues arising report and
- (ii) to receive a detailed action plan from the RFO at its next meeting.

**C159/16**

## **12. TENDERING RULES**

The Town Clerk presented his report and explained the options he felt were available to council, after which a full debate took place. In the interests of good governance and financial accountability it was **RESOLVED** after a recorded vote

- (i) that sufficient reasonable steps had been taken to ensure value for money and to ensure propriety, such that council could waive Financial Regulation 7.3 to enable this process to continue,

FOR: Cllrs H Bettison, A Forbes, E Goodyer and J Lang

AGAINST: Cllrs G Hill, C Seymour and G Smith

It was further **RESOLVED**

that the RFO should produce a future report on procurement processes to enable council to learn from this experience.

**C160/16**

## **13. BERWICK STATION TRAVEL PLAN PARTNERSHIP AGREEMENT**

In the interests of the economic development of the town it was **RESOLVED** to nominate Cllr G Hill, and Cllr G Smith as deputy, to represent the council on the Berwick Station Travel Plan Partnership.

**C161/16**

## **14. REMEMBRANCE DAY**

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

**C162/16**

## **15. DATE OF NEXT MEETING**

The next meeting of the Council will be held on Monday 7 November 2016 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 Cllrs E Goodyer and G Roughead left the meeting.

**C163/16**

## **16. VISIT BERWICK LEAFLET 2017**

It was **RESOLVED**

- (i) to award the design and print contracts to a single contractor, and

- (ii) as the cheapest combined service provider, to appoint Inhouse Design to the contract.

At this point Cllrs E Goodyer and G Roughead returned to the meeting.

**C164/16 17. BERWICK LOCAL SERVICES OFFICERS**

In the interests of good governance and financial accountability, and in order to protect the environment of the town and ensure regular inspection of play equipment it was **RESOLVED** to vire sufficient funds from existing underspends to enable council to fund the employment of one seasonal operative for the winter season.

**C165/16 18. DEBTORS POLICY**

In the interests of good governance and financial accountability it was **RESOLVED** to seek repayment of the debt, but only to the extent appropriate given the amount in question.

**C166/16 19. WESTFIELD PLAY PARK**

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

**C167/16 20. LION ALLOTMENTS**

It was **RESOLVED** to delegate to the clerk authority to seek solutions to the issues discussed in the report.