

BERWICK-UPON-TWEED TOWN COUNCIL

To: **ALL MEMBERS OF THE INTERIM TOWN CLERK / RFO COMMITTEE**

You are hereby requested to attend a meeting of the **INTERIM TOWN CLERK / RFO COMMITTEE** to be held in the The Town Hall, Marygate, Berwick-upon-Tweed, on **MONDAY 26 SEPTEMBER 2016 AT 4.30 PM.**

The Agenda for the meeting is set out below.

Stojens

Assistant to the Clerk

20 September 2016

A G E N D A

1. APOLOGIES FOR ABSENCE

To receive apologies for absence.

2. DISCLOSURE OF INTERESTS

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.

3. REQUEST FOR DISPENSATION

(i) To receive 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 (pro-forma attached).

(ii) To consider requests for dispensation.

4. APPOINTMENT OF INTERIM TOWN CLERK / RESPONSIBLE FINANCIAL OFFICER

To approve the appointment of an Interim Town Clerk / Responsible Financial Officer.

5. DATE OF NEXT MEETING

To agree a date for the next meeting.

MEMBERS OF THE TOWN CLERK / RFO COMMITTEE:

Councillors: I Dixon, A Forbes, K Graham, G Hill, P Hodgson and G Roughead