

## Report of the Town Clerk

### Preparation of a Town Plan

#### Background

1. It is the tenth anniversary of Berwick upon Tweed Town Council being established.
2. The Town Council has had at least one false start at establishing a Town Plan, and currently operates on a day to day basis where staff derive their understanding of the council's priorities from previous decisions.
3. The issue with the lack of a Town Plan is, simply, that your staff have no way of prioritizing their work other than by looking backwards at previous decisions and previous actions.
4. It is the Town Clerk's view that this is unhelpful, and that a Town plan would enable staff to prioritize and plan for the future.
5. Broadly, it is proposed that the Town Plan be developed in three phases.
  - a. The Town Clerk lays out, for the Annual Town Meeting, how the Town Council works, the legal background to its work, and the tools at the disposal of your staff, along with an outline of the areas of work currently entered into. This presentation forms the basis of a three week consultation as to whether this is the appropriate basis for developing a plan, taking account of your previous work on hard to reach communities.
  - b. The June meeting of this committee receives the feedback from the consultation, and the other committees also provide commentary on the Town Clerk's outline of the current areas of work.
  - c. July council then receives the outputs from all three committees, and provides direction to the Town Clerk as to the areas it wishes the Town Plan to cover, which is then written up for pre-decision consultation in August and consideration by council in September.

#### Recommendation

1. That committee consider these proposals and provide feedback to the Town Clerk.