

BERWICK-UPON-TWEED TOWN COUNCIL

**Summons to a meeting of
Council
on**

Monday, 22 July 2019

At 6.00 pm

**in the Council Chamber, Town Hall, Marygate,
Berwick upon Tweed**

The Agenda for the meeting is set out on the following page.



Town Clerk

17 July 2019

EXTRACT FROM STANDING ORDERS

- 1(o) Unless permitted by the chairman of the meeting, a councillor may speak once in the debate on a motion except:
- i. to speak on an amendment moved by another councillor;
 - ii. to move or speak on another amendment if the motion has been amended since he last spoke;
 - iii. to make a point of order;
 - iv. to give a personal explanation that relates directly to new information concerning the member that was introduced during the debate, in which case they shall with the chair's consent offer their explanation after all other members who wish to do so have spoken, or
 - v. in exercise of a right of reply as the mover of the motion before a vote.
- 1(p) During the debate of a motion, a councillor may interrupt only on a point of order and the councillor who was interrupted shall stop speaking. A councillor raising a point of order shall identify the standing order which he considers has been breached or specify the other irregularity in the proceedings of the meeting he is concerned by.
- 1(t) Excluding motions moved understanding order 1(r) above, the contributions or speeches by a councillor shall relate only to the motion under discussion and shall not exceed (3) minutes without the consent of the chairman of the meeting.

OPEN SESSION

Members of the public may make representations, ask questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda.

This is for a period of 15 minutes overall and is limited to 3 minutes per person.

AGENDA

ITEM NO.	TITLE AND DESCRIPTION OF ITEM	APPS
1.	APOLOGIES FOR ABSENCE To receive apologies for absence.	
2.	MINUTES To sign as a correct record the minutes of the Berwick-upon-Tweed Town Council meeting held on 24 June 2019.	Minutes
3.	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.	
4.	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.	
5.	TOWN MAYOR'S ANNOUNCEMENTS To introduce a new councillor and to receive announcements from the Town Mayor.	
6.	CORRESPONDENCE <ul style="list-style-type: none"> i. To note the Correspondence Log. ii. To consider a request for a donation from SENRUG. iii. Electronic Notice Boards - On Site Warranty. iv. To formally note the outcome of the by-election on July 4th 2019. v. To consider whether salary payments to Northumberland County Council should be made via Direct Debit. 	App A App B
7.	SCHEDULE OF PAYMENTS FOR APPROVAL To approve the list of payments in May that would otherwise have been received by the Budget and Administration Committee at its inquorate meeting of 09 July 2019.	App C

8. **BORDERLANDS GROWTH DEAL - HEADS OF TERMS 2019**
To note the document received. [App D](#)
9. **COMMENTS ON HIGHWAYS CONSULTATIONS**
(i) To consider whether to delegate the power to comment on Highways proposals and footpath matters to the Planning Committee.
(ii) To consider responses to the Local Transport Plan Programme 2020-21 consultation. [App E](#)
10. **BERWICK FILM & MEDIA ARTS FESTIVAL**
To consider a proposal for support from Berwick Town Council. [App F](#)
11. **DEFIBRILLATOR**
To consider a proposal to site a portable defibrillator within Berwick Town Hall.
12. **POLICE MOUNTAIN BIKES**
To consider a proposal to fund two mountain bikes for use by Northumbria Police officers in Berwick.
13. **STAFFING AND CORPORATE RESOURCES**
To consider the following motion, proposed by Cllr K Graham: That council should waive standing orders sufficiently to allow it to revisit its previous decision to appoint all council members to the Staffing and Corporate Resources Committee, and should resolve to appoint either five or seven members to the Staffing and Corporate Resources Committee, and should appoint a Chair and Vice-Chair to the reconstituted Committee.
14. **FORWARD PLAN**
To receive an update on the Forward Plan. [App G](#)
15. **BUDGET AND ADMINISTRATION COMMITTEE**
To adopt the minutes of the meeting of the Budget and Administration Committee held on 11 June 2019. [App H](#)
16. **LOCAL SERVICES COMMITTEE**
i. To adopt the minutes of the meeting of the Local Services Committee held on 03 June 2019. [App I](#)
ii. To note the draft minutes of the meeting of the Local Services Committee held on 01 July 2019. [App J](#)
iii. Council is invited to consider the following recommendation detailed in minute LS031/19:
It was **RESOLVED**, on the motion of Cllr R Bruce, seconded by Cllr K Graham, to seek £30,000 of immediate funding from general reserves to bring all benches up to a suitable condition, and to

seek continuing funding in the next budget of £10,000 per annum for the maintenance of benches.

17. PEOPLE AND COMMUNITIES COMMITTEE

- i. To adopt the minutes of the meeting of the People and Communities Committee held on 04 June 2019. [App K](#)
- ii. To note the draft minutes of the meeting of the People and Communities Committee held on 02 July 2019. [App L](#)

18. PLANNING COMMITTEE

- i. To adopt the minutes of the meeting of the Planning Committee held on 10 June 2019. [App M](#)
- ii. To note the draft minutes of the meeting of the Planning Committee held on 08 July 2019. [App N](#)

19. DATE OF NEXT MEETING

The next meeting of the Council will be held on Tuesday, 27 August 2019 at 6 pm in the Town Hall.

The Council may be recommended to pass a resolution under the Public Bodies (Admission to Meetings) Act 1960 to exclude the media and public from the discussion of the following business on the basis that public discussion may prejudice the Council's position and/or staffing issues may be discussed.

20. UPDATE CONCERNING THE INTERNAL AUDIT PROCESS

To consider the report. [App O](#)

21. CASTLEGATE KIOSK

To consider the correspondence. [App P](#)

22. STAFFING REVIEW / RESIGNATION OF A STAFF MEMBER

To consider the report. [App Q](#)