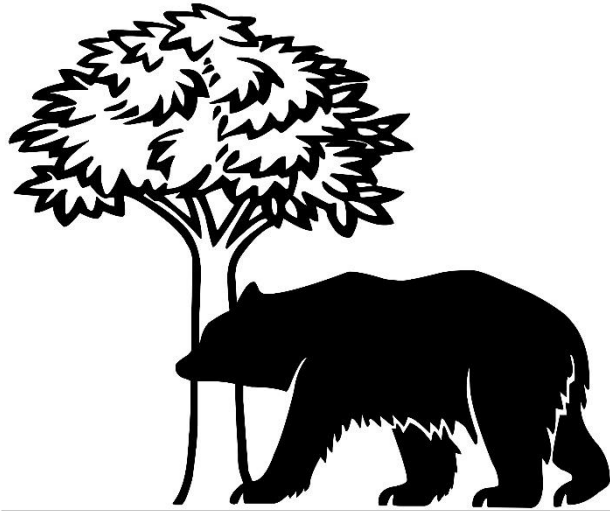


## BERWICK-UPON-TWEED TOWN COUNCIL



# Berwick-upon-Tweed Town Council

Minutes of the Council meeting held on Tuesday 07 May 2024 at  
6.00 pm in The Meeting Room, Town Council Office, Unit 1, 82 –  
88 Marygate, Berwick-upon-Tweed

### PRESENT:

Councillors:	J Robertson (Chair)	R Mackenzie
	J Bowden	G Smith
	G Brown	L Stephenson
	R Driver	T Stewart
	M Greener	J Turton
	L Hawken	

### IN ATTENDANCE:

Gareth Davies, Town Clerk  
Stephen Cozens, Assistant to the Clerk  
Lucy Henzell-Thomas, Administration Assistant  
Justine Walker, Administration Assistant  
Joyce Benton, Sergeant-at-Mace  
Cty Cllr G Hill  
3 members of the public

MINUTE NO.	TITLE AND DESCRIPTION OF ITEM	Mover	Seconded	Decision
<b>C001/24</b>	<b>ELECTION OF TOWN MAYOR</b>			
	To elect the Town Mayor for 2024/2025. This item may need to be adjourned and resumed to allow Councillors to vote.	GB	JT	After being proposed and seconded, Cllr J Robertson updated the meeting that he would not sit on all Committees if elected as Town Mayor. After which, Council <b>RESOLVED</b> that Cllr J Robertson be appointed Town Mayor of Berwick-upon-Tweed for the year 2024/2025.
<b>C002/24</b>	<b>THE TOWN MAYOR END-OF-TERM ADDRESS</b>			
	The retiring Town Mayor (Councillor John Robertson) will present his end-of-term address.	N/A	N/A	Cllr J Robertson thanked Councillors for their vote of confidence after electing him to the Office of Town Mayor for a second year.
<b>C003/24</b>	<b>DECLARATION OF ACCEPTANCE OF OFFICE</b>			
	Receipt of confirmation of acceptance of office from the Mayor.	N/A	N/A	Cllr J Robertson signed the Declaration of Acceptance of Office of Town Mayor, witnessed by the Town Clerk.

<b>C004/24</b>	<b>APPOINTMENT OF SHERIFF</b>			
	To confirm the appointment of Sheriff for 2024/2025.	N/A	N/A	The Town Mayor announced his appointment of Mr Joe Lang as Sheriff for the year 2024/2025.
<b>C005/24</b>	<b>ELECTION OF DEPUTY TOWN MAYOR</b>			
	To elect the Deputy Town Mayor for 2024/2025. This item may need to be adjourned and resumed to allow Councillors to vote.	LH	JR	Council <b>RESOLVED</b> that Cllr G Brown be appointed Deputy Town Mayor of Berwick-upon-Tweed for the year 2024/2025.
<b>C006/24</b>	<b>OPEN SESSION</b>			
	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.	N/A	N/A	A local resident enquired as to the Town Council's approach to using the Town Hall for meetings. The Town Clerk responded to say the Town Council welcomed the work of the Trustees and looked forward to using the venue again when suitable DDA standards are in place. Cllr G Smith enquired about the bus stop at Homebase which had graffiti and the Town Clerk responded that he would investigate. Cllr L Hawken made an enquiry as to the program for the Annual Town Meeting. Further enquiries included the introduction of an annual diary, the development at the old

				<p>Seton Hall site and the Tweed Salmon Centre.</p> <p>After which, the Town Clerk provided a response including an update on the Annual Town Meeting, correspondence regarding the old Seton Hall site and that he would contact the proposers of the Tweed Salmon Centre.</p>
<b>C007/24</b>	<b>APOLOGIES FOR ABSENCE</b>			
	To receive apologies for absence.	N/A	N/A	There were no apologies for absence.
<b>C008/24</b>	<b>MINUTES</b>			
	To sign as a correct record the minutes of the Berwick-upon-Tweed Town Council meeting held on 22 April 2024.	RM	JR	<p>1. Correspondence from Northumberland County Council (NCC) regarding the market was distributed to Members.</p> <p>After which, it was <b>RESOLVED</b> to:</p> <ol style="list-style-type: none"> <li>a. Continue exploring the transfer of the Charter Market lease to Berwick-upon-Tweed Town Council, and</li> <li>b. Invite the leader of NCC to a future meeting of Council or the Communities and Local Services Committee</li> </ol>

		JT	RD	2. The minutes of the meeting held on 22 April 2024 were agreed and signed as a correct record.
<b>C009/24</b>	<b>DISCLOSURE OF INTERESTS</b>			
	<p>(i) 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.</p> <p>(ii) To receive and consider requests 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</p>	N/A	N/A	<p>i. There were no disclosures of interest.</p> <p>ii. There were no requests for dispensation.</p>

	2011 to enable members to participate in discussions and voting.			
<b>C010/24</b>	<b>BANKING ARRANGEMENTS</b>			
	<p>i. To confirm the list of institutions with which accounts are held.</p> <p>ii. To confirm the appointment and removal of signatories to the bank accounts held by the council.</p>	<p>Nem con</p> <p>Nem con</p>		<p>i. The Town Clerk updated Members that the process of changing providers for the current and saving accounts are underway and an enquiry was made regarding the Town Council's status of no longer being a small council. After which Council <b>RESOLVED</b> to note the report.</p> <p>ii. Council <b>RESOLVED</b> to confirm the list of signatories as follows:</p> <ul style="list-style-type: none"> <li>• Mr John Alexander Robertson, Chairperson and Councillor</li> <li>• Mr Graham Brown, Councillor</li> <li>• Ms Rachel Victoria Driver, Councillor</li> <li>• Mr Michael William Greener, Councillor</li> <li>• Mrs Rosemary Mackenzie, Councillor</li> </ul>

				<ul style="list-style-type: none"> <li>• Mr Gareth Reginald Davies, Town Clerk</li> <li>• Mr Julian Marcus Smith, Projects Officer</li> <li>• Mr Stephen Derek Cozens, Assistant to the Clerk</li> <li>• Council further <b>RESOLVED</b> to confirm that two signatories are required to authorise transactions.</li> </ul>
<b>C011/24</b>	<b>DIRECT DEBITS AND SUBSCRIPTIONS</b>			
	To authorise direct debits and subscriptions made on behalf of the Town Council.	GB	JR	<p>Councillors asked a number of questions including on CCTV, telephone headsets, electronic noticeboards, how often approval is sought and also raised concerns regarding the format and level of detail provided in the report specifically the amounts paid and frequency of payments.</p> <p>After which, Council <b>RESOLVED</b>:</p> <ol style="list-style-type: none"> <li>1. That a more detailed report be brought to a future meeting of Council or the Budget and Administration Committee, and</li> </ol>

				2. To authorise direct debits and subscriptions made on behalf of the Town Council.
<b>C012/24</b>	<b>PAYMENTS</b>			
	To renew approval of the use of BACS or CHAPS to make payments on behalf of the Town Council.	Nem con		Council <b>RESOLVED</b> to renew approval of the use of BACS or CHAPS to make payments on behalf of the Town Council.
<b>C013/24</b>	<b>PAYROLL</b>			
	To authorise the payroll provider to make payments directly from the Town Council bank account.	Nem con		Council <b>RESOLVED</b> to authorise the payroll provider to make payments directly from the Town Council bank account.
<b>C014/24</b>	<b>MUNICIPAL CALENDAR</b>			
	To note the report.	Nem con		Council noted the update that the Communities and Local Services Committee meeting in November is on Monday 4 <sup>th</sup> . After which, Council <b>RESOLVED</b> to approve the Municipal Calendar with the following amendments:  1. That there are 4 meetings of the Staffing Committee on Tuesday 18 June 2024, Tuesday 17 September 2024, Monday 09 December 2024 and



				<p>Tuesday 18 March 2025 to all start at 6pm,</p> <p>2. There is an additional meeting of the Budget and Administration Committee on Monday 02 December 2024, and</p> <p>3. There are additional meetings of the Communities and Local Services Committee on Monday 14 October 2024 and Monday 03 February 2025.</p>
<b>C015/24</b>	<b>TERMS OF REFERENCE</b>			
	To confirm the Terms of Reference of committees for 2024/2025.	Nem con		Council <b>RESOLVED</b> to confirm the Terms of Reference of committees for 2024/2025.
<b>C016/24</b>	<b>APPOINTMENT OF MEMBERS TO COMMITTEES</b>			
	To agree membership of committees for 2024/2025.	Nem con		<p>Council <b>RESOLVED</b> to approve the membership of Standing Committees for 2024/2025 as follows:</p> <p>Budget and Administration – Cllrs R Driver, M Greener, L Hawken, R Mackenzie and T Stewart;</p> <p>Communities and Local Services – Cllrs J Bowden, G Brown, R Driver, M Greener, J</p>

				<p>Robertson, G Smith, L Stephenson, T Stewart and J Turton;</p> <p>Planning Committee – Cllrs R Driver, M Greener, J Robertson, T Stewart and G Smith; and</p> <p>Staffing Committee – Cllrs J Bowden, G Brown, L Hawken, R Mackenzie and J Turton.</p>
<b>C017/24</b>	<b>APPOINTMENTS TO OUTSIDE BODIES</b>			
	To make appointments to outside bodies.	Nem con		<p>The appointment of Town Councillors to outside bodies was reviewed, amended and agreed.</p> <p>The revised list is attached as Appendix A to these minutes.</p> <p>An enquiry was made regarding the Harbour Commission and Standing Orders were suspended sufficiently to allow Cty Cllr G Hill to update the meeting that their Annual Meeting will take place at 9am on Tuesday 21 May 2024 at the Leisure Centre to which the public may attend.</p>

<b>C018/24</b>	<b>EQUALITY AND DIVERSITY POLICY</b>			
	To consider the revised Equality and Diversity Policy.	Nem con		Council noted the commendation for Cllr L Hawken for their work upon the policy. After which, Council <b>RESOLVED</b> to formally adopt the revised Equality and Diversity Policy.
<b>C019/24</b>	<b>COMMUNITIES AND LOCAL SERVICES COMMITTEE</b>			
	To adopt the draft minutes of the meeting of the Communities and Local Services Committee held on 04 March 2024 (noted at the meeting of 22 April 2024).	JT	TS	It was <b>RESOLVED</b> to adopt the draft minutes of the meeting of the Communities and Local Services Committee held on 04 March 2024.
<b>C020/24</b>	<b>BUDGET AND ADMINISTRATION COMMITTEE</b>			
	To adopt the draft minutes of the meeting of the Budget and Administration Committee held on 18 March 2024 (noted at the meeting of 22 April 2024).	TS	RD	Points raised by Councillors included the need to keep a track of the responses to audit and the wording of the item regarding the 'Schedule of Policies'. It was then agreed that the second of these points would be discussed by the Chair and Town Clerk before the next meeting of the Committee. After which, it was <b>RESOLVED</b> to adopt the draft minutes of the meeting of the Budget

				and Administration Committee held on 18 March 2024 (noted at the meeting of 22 April 2024).
<b>C021/24</b>	<b>PLANNING COMMITTEE</b>			
	To adopt the draft minutes of the meeting of the Planning Committee held on 08 April 2024 (noted at the meeting of 22 April 2024).	JR	TS	It was <b>RESOLVED</b> to adopt the draft minutes of the meeting of the Planning Committee held on 08 April 2024 (noted at the meeting of 22 April 2024).
<b>C022/24</b>	<b>STAFFING AND CORPORATE RESOURCES COMMITTEE</b>			
	i. To adopt the minutes of the meeting of the Staffing and Corporate Resources Committee held on 10 April 2024 (noted at the meeting of 22 April 2024).	JT	JR	i. It was <b>RESOLVED</b> to adopt the minutes of the meeting of the Staffing and Corporate Resources Committee held on 10 April 2024 (noted at the meeting of 22 April 2024).
	ii. To adopt the draft minutes of the meeting of the Staffing and Corporate Resources Committee held on 22 April 2024 (to follow).	JT	JR	ii. It was <b>RESOLVED</b> to adopt the draft minutes of the meeting of the Staffing and Corporate Resources Committee held on 22 April 2024.
<b>C023/24</b>	<b>DATE OF NEXT MEETING</b>			
	The next meeting of the Council will be held on Monday, 24 June 2024 at 6 pm.	N/A	N/A	Noted.

<b>Name of Organisation</b>	<b>Representative/s in 24-25</b>	<b>Term of Appointment</b>
Berwick-upon-Tweed Corporation (Freemen) Trustees  From November 2023 *	Cllr M Greener Cllr R Mackenzie Cllr L Stephenson Cllr T Stewart Cllr J Turton	* 1 year until 30th November 2024
Berwick Town Forum	Cllr G Brown Cllr J Robertson Deputies: Cllr L Hawken Cllr R Mackenzie	
Berwick Youth Project	Cllr G Brown	Annual
Conservation Area Advisory Group	Cllr M Greener Cllr T Stewart	Annual
Family Hub (formerly Sure Start Children's Board)	Cllr R Driver Cllr R Mackenzie	Annual

Friends of Five Arches	Cllr T Stewart	
Litter Prevention Champion	Cllr L Stephenson	
North Northumberland Voluntary Forum	Cllr L Stephenson	
Northumberland Association of Local Councils (NALC) – County Committee	Cllr M Greener	Annual
Town and Parish Liaison Group	Cllr T Stewart	
Riding of the Bounds Association	Cllr G Smith	Annual
St Aidans	Cllr J Bowden	Annual