

BERWICK-UPON-TWEED TOWN COUNCIL

Summons to a meeting of Council on Monday, 24 June 2024 at 6.00 pm in

The Meeting Room, Berwick-upon-Tweed Town Council Office, Unit 1, 82 – 88 Marygate, Berwick-upon-Tweed

The Agenda for the meeting is set out below.



Town Clerk

19 June 2024

AGENDA

ITEM NO.	TITLE	DESCRIPTION OF ITEM	APPS
1.	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.	
2.	APOLOGIES FOR ABSENCE	To receive apologies for absence.	
3.	MINUTES	To sign as a correct record the minutes of the Berwick-upon-Tweed Town Council meeting held on 07 May 2024.	Draft Minutes
4.	DISCLOSURE OF INTERESTS	(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.	

		(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 2011 to enable members to participate in discussions and voting.	
5.	TOWN MAYOR'S ANNOUNCEMENTS	To receive announcements from the Town Mayor.	
6.	ANNUAL GOVERNANCE STATEMENT	To consider the Council's response to the individual statements contained in the Annual Governance Statement section of the AGAR and to authorise the Mayor to sign the Annual Governance statement.	App A
7.	ACCOUNTING STATEMENTS	To approve the Accounting Statements for the year 2023-24.	App B
8.	PUBLICISING THE ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN (AGAR)	To consider the report.	App C
9.	INTERNAL AUDIT	To note the successful conclusion of the internal audit and to refer any issues raised to the Budget and Administration Committee.	
10.	STREET FURNITURE	To receive an update from the Town Clerk for licenses to place benches and picnic tables adjacent to Adams Drive and Spittal Play Park.	
11.	LITTER BINS FOR MARYGATE	To consider the recommendation of the Town Clerk that authority be delegated to the Mayor, Deputy Mayor and Chair of the Community and Local Services Committee to spend up to £5,000 to procure replacement litter bins for Marygate.	
12.	LEAFLET DROP / RESIDENTS NEWSLETTER	<ul style="list-style-type: none"> i. Summary of responses to survey. ii. Town Clerk's summary on results (to follow). 	App D(i) App D(ii)
13.	GRANT APPLICATION	To consider a grant application from Choices4Growth CIC.	App E
14.	MUNICIPAL CALENDAR	To note the report.	App F

15.	APPOINTMENTS TO OUTSIDE BODIES	To note the report.	App G
16.	ACTION PLAN	To receive an update.	
17.	PLANNING COMMITTEE	<ul style="list-style-type: none"> i. To adopt the minutes of the meeting of the Planning Committee held on 07 May 2024. ii. To adopt the minutes of the meeting of the Planning Committee held on 14 May 2024. iii. To note the draft minutes of the meeting of the Planning Committee held on 17 June 2024 (to follow). 	App H App I App J
18.	COMMUNITIES AND LOCAL SERVICES COMMITTEE	<ul style="list-style-type: none"> i. To adopt the minutes of the meeting of the Communities and Local Services Committee held on 07 May 2024. ii. To note the draft minutes of the meeting of the Communities and Local Services Committee held on 03 June 2024. 	App K App L
19.	BUDGET AND ADMINISTRATION COMMITTEE	<ul style="list-style-type: none"> i. To adopt the minutes of the meeting of the Budget and Administration Committee held on 07 May 2024. ii. To note the draft minutes of the meeting of the Budget and Administration Committee held on 10 June 2024. 	App M App N
20.	STAFFING COMMITTEE	<ul style="list-style-type: none"> i. To adopt the minutes of the meeting of the Staffing Committee held on 07 May 2024. ii. To note the draft minutes of the meeting of the Staffing Committee held on 18 June 2024 (to follow). 	App O App P
21.	DATE OF NEXT MEETING	The next meeting of the Council will be held on Monday, 05 August 2024 at 6 pm.	

	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.		
22.	LESSONS LEARNED FROM THE STAFFING REVIEW	To consider the report.	App Q