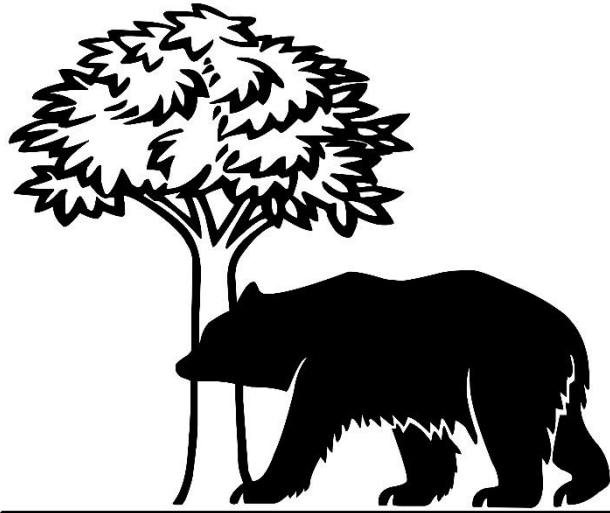


## BERWICK-UPON-TWEED TOWN COUNCIL



# Berwick-upon-Tweed Town Council

Minutes of the Council meeting held on Monday 05 August 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)	L Hawken
	J Bowden	R Mackenzie
	G Brown	G Smith
	R Driver	T Stewart
	M Greener	J Turton

### IN ATTENDANCE:

Stephen Cozens, Finance Assistant  
Lucy Henzell-Thomas, Administrative Officer  
Joyce Benton, Sergeant-at-Mace  
Mr Joe Lang, Sheriff  
Cty Cllr G Hill  
8 members of the public

<b>MINUTE NO.</b>	<b>TITLE AND DESCRIPTION OF ITEM</b>	<b>Mover</b>	<b>Secunder</b>	<b>Decision</b>
<b>C046/24</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	Points raised by members of the public included thanks to everyone involved in the Bridge 400 event, recent and future staffing issues, monthly meetings, a statement regarding the direction of the Town Council and consideration of shared services. The Mayor and Cllr R Mackenzie provided responses including on a statement of direction, partnership working and recent and future staffing issues, whilst Cllr L Hawken echoed the sentiment regarding the Bridge 400 event.
<b>C047/24</b>	<b>APOLOGIES FOR ABSENCE</b>			
	To receive apologies for absence.	N/A	N/A	Apologies for absence were received from Cllr L Stephenson.
<b>C048/24</b>	<b>MINUTES</b>			
	To sign as a correct record the minutes of the Berwick-upon-Tweed Town Council meeting held on 24 June 2024.	GB	JR	After a discussion regarding amendments, the minutes of the meeting held on 24 June 2024 were deferred to the next meeting of Council.

C049/24	DISCLOSURE OF INTERESTS			
	<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 2011 to enable members to participate in discussions and voting.</p>	N/A	N/A	i. There were no disclosures of interest.
		N/A	N/A	ii. There were no requests for dispensation.

<b>C050/24</b>	<b>TOWN MAYOR'S ANNOUNCEMENTS</b>			
	To receive announcements from the Town Mayor.	N/A	N/A	The Mayor provided details of events they had attended and been involved in, including Founders Day at Longridge Towers School, a Freedom Admissions Ceremony, the Curfew Run, the Kelso Laddie event, the Crowning of the Salmon Queen, Minden Day, Berwick Bridge 400 and Berwick RNLI Lifeboat Day.
<b>C051/24</b>	<b>FORTHCOMING COMMEMORATIVE EVENTS 2025</b>			
	To discuss forthcoming commemorative events in 2025 and to consider the Town Council's participation.	Nem con		Cllr J Robertson updated Members on forthcoming commemorative events in 2025 including Armed Forces Day, 80 <sup>th</sup> anniversaries of VE Day and VJ Day, raising the possibility of the Town Council being more involved and asked Members to provide feedback on any other events that could be included in an events diary. After which, Council <b>RESOLVED</b> to note the update.
<b>C052/24</b>	<b>LOCAL TRANSPORT PLAN (LTP) CAPITAL PROGRAMME 2025-26</b>			
	To delegate authority to the Communities and Local Services Committee to consider a final	Nem con		Cllr T Stewart updated Members that the next meeting of Council would be too late to

	decision on priorities for the LTP Capital Programme 2025-26.			consider a final decision and it was felt that a wide a range of Councillors need to be involved in the process. After which, it was <b>RESOLVED</b> to delegate authority to the Communities and Local Services Committee to consider suggestions from councillors and the public, then make a final decision on priorities to be submitted to the LTP Capital Programme 2025-26.
<b>C053/24</b>	<b>TOURISM OFFICER</b>			
	To consider the report.	RM	GB	<p>Points raised during the discussion of this item included a yearly report, the beach wheelchair container at Spittal, the subscription would be more than half-way through the year, lack of information provided when the original decision was made, how success is measured and future collaborative tourism arrangements.</p> <p>Standing Orders were suspended sufficiently to allow members of the public to speak.</p> <p>After which, Council <b>RESOLVED</b> to approve funding of £7,500 for the post of Tourism Officer with Berwick Community Trust and</p>

				that the Town Council would initiate discussions in the next year regarding details of the role, measuring success and criteria to decide BTC future funding.-
<b>C054/24</b>	<b>SCHEME OF DELEGATION</b>			
	To consider adoption of the draft Scheme of Delegation.	Nem con		Cllr R Mackenzie introduced the item which included the mention of 3 important documents: Standing Orders, Financial Regulations and a Scheme of Delegation. After which, Council <b>RESOLVED</b> to adopt the draft Scheme of Delegation which would be further checked for acceptability at the November meeting of Council and then annually at the AGM.
<b>C055/24</b>	<b>STANDING ORDERS</b>			
	To note the revised Standing Orders.	Nem con		Members noted that following April's meeting of Council Standing Order 4 had now been updated and due to the Scheme of Delegation being adopted at the previous item, Standing Order 15(a) would need to be updated. After which, Council <b>RESOLVED</b> : 1. To note the revised Standing Order 4,

				<p>2. To approve that, due to the Scheme of Delegation being adopted during the previous item, Standing Order 15(a) be updated, and</p> <p>3. To adopt the Standing Orders with immediate effect with those amendments.</p>
<b>C056/24</b>	<b>LONE WORKING POLICY</b>			
	To consider the recommendation of the Budget and Administration Committee to adopt the Lone Working Policy.	Nem con		<p>Cllr R Mackenzie provided an update that the Town Council didn't have a policy and risk assessments are needed. Points raised included current arrangements, future contracts and that an item regarding lone working be deferred to the Staffin Committee. Standing Orders were then suspended sufficiently to allow a member of the public to speak.</p> <p>Updates provided by Members included a change in job title and the need for the policy to mention that it applies to all staff.</p> <p>After which, Council <b>RESOLVED</b> to adopt the Lone Working Policy with the amendments provided.</p>

<b>C057/24</b>	<b>JOB EVALUATION APPEALS PROCEDURE</b>			
	To consider the recommendation of the Budget and Administration Committee to adopt the Job Evaluation Appeals Procedure.	Nem con		Cllr L Hawken updated Members that the procedure has been written because of a recent appeals process so is a true account of the actuality of the procedure. After which, Council <b>RESOLVED</b> to adopt the Job Evaluation Appeals Procedure.
<b>C058/24</b>	<b>MENTORING</b>			
	To consider authorising the spending of up to £1,000 on a mentoring programme for each new senior Officer.	Nem con		Cllr L Hawken updated Members that a mentoring programme is offered by the Town Council's HR Consultant which includes 10 x 1 hour sessions, particularly for new senior officers who have not had local government experience.. After which, Council <b>RESOLVED</b> to authorise the spending of up to £1,000 on a mentoring programme for each new senior Officer, being the Operations Manager and the Chief Officer.
<b>C059/24</b>	<b>RECRUITMENT</b>			
	To receive a verbal update.	Nem con		An update was provided by Cllr L Hawken that the Operations Manager selected following interviews was the unanimous choice of the interview panel and the Town



				<p>Council's HR Consultant. The same gold package offered by the HR Consultant will be taken-up regarding recruitment for the Chief Officer post. The timeframe being advertisement late August / early September with interviews scheduled to take place in October. Members raised a number of points including shared services, employing locally based staff and that recruitment had been discussed. Responses provided included the ambition of the Town Council and a moving to Berwick allowance.</p> <p>After which, Council <b>RESOLVED</b> to note the update.</p>
<b>C060/24</b>	<b>ACTION PLAN</b>			
	To receive an update.	Nem con		<p>Cllr J Robertson updated the meeting regarding the Christmas Lights to be disposed of and that Officers are seeking replacement costs. Furthermore, a tendering process will be progressed next year whilst a meeting is being held with the current contractor. New locations will have to be</p>

			<p>investigated regarding living Christmas Trees.</p> <p>Further updates included:</p> <p>CLS17 Invoices have been sent to town centre business for hanging baskets,</p> <p>CLS19 (bus shelter opposite ASDA) Officers have identified options, the Town Council has been approached by a contractor who is scheduled for other work in the town, and communication with them and Northumberland County Council (NCC) is ongoing,</p> <p>CLS20 (street furniture at Highcliffe) anti-social behaviour has been discussed, it is felt that this should be progressed, another site visit is required,</p> <p>CLS24 (street furniture at Spittal Play Area) a site visit has taken place, and the benches have arrived,</p> <p>CLS25 (trampoline at Flagstaff Park) remove as repaired and complete,</p>
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				<p>CLS28 (Move digital signboard) placing on the other side of the front windows to be investigated,</p> <p>CLS30 (Remove digital signboards from Marygate and Castlegate carpark) site visit arranged between Berwick Town Council and NCC,</p> <p>CLS31 (Replace Marygate bins with new wooden or stone bins (gull proof)) bins have now been ordered, best locations will be investigated,</p> <p>CLS45 (Moving the Beacon for next D-Day ceremony) issues with beacon being used in its current location, looking to liaise with NCC regarding a location at Pier Field. An impromptu beacon was mentioned, and it was agreed to defer this to the Communities and Local Services Committee,</p> <p>To add as CLS49 investigate a hawker for next year's seagull breeding season,</p> <p>CLS47 (Install water supply at the BTC nursery) the organisation located next to the site are open to sharing their water for a</p>
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				<p>donation, the new Operations Manager to investigate.</p> <p>Council then unanimously <b>RESOLVED</b> to note the updates provided.</p>
<b>C061/24</b>	<b>BUDGET AND ADMINISTRATION COMMITTEE</b>			
	<p>i. To adopt the minutes of the meeting of the Budget and Administration Committee held on 10 June 2024 (noted at the meeting of 24 June 2024).</p> <p>ii. To note the draft minutes of the meeting of the Budget and Administration Committee held on 22 July 2024.</p>	<p>TS</p> <p>RM</p>	<p>RM</p> <p>TS</p>	<p>i. It was <b>RESOLVED</b> to adopt the minutes of the meeting of the Budget and Administration Committee held on 10 June 2024 (noted at the meeting of 24 June 2024).</p> <p>ii. It was <b>RESOLVED</b> to note the draft minutes of the meeting of the Budget and Administration Committee held on 22 July 2024.</p>
<b>C062/24</b>	<b>COMMUNITIES AND LOCAL SERVICES COMMITTEE</b>			
	<p>i. To adopt the minutes of the meeting of the Communities and Local Services Committee held on 03 June 2024 (noted at the meeting of 24 June 2024).</p>	<p>JT</p>	<p>MG</p>	<p>i. It was <b>RESOLVED</b> to adopt the minutes of the meeting of the Communities and Local Services Committee held on 03 June 2024 (noted at the meeting of 24 June 2024).</p>

	ii. To note the draft minutes of the meeting of the Communities and Local Services Committee held on 15 July 2024.	JB	MG	ii. It was <b>RESOLVED</b> to note the draft minutes of the meeting of the Communities and Local Services Committee held on 15 July 2024.
<b>C063/24</b>	<b>PLANNING COMMITTEE</b>			
	i. To adopt the minutes of the meeting of the Planning Committee held on 17 June 2024 (noted at the meeting of 24 June 2024).	TS	RD	i. It was <b>RESOLVED</b> to adopt the minutes of the meeting of the Planning Committee held on 17 June 2024 (noted at the meeting of 24 June 2024).
	ii. To note the draft minutes of the meeting of the Planning Committee held on 29 July 2024.	TS	RD	ii. Cllr T Stewart provided an update regarding the section for those 'In Attendance'. After which, it was <b>RESOLVED</b> to note the draft minutes of the meeting of the Planning Committee held on 29 July 2024.  Thanks to the Administrative Officer and Finance Assistant for their work on the Council and Committees minutes were noted.
<b>C064/24</b>	<b>DATE OF NEXT MEETING</b>			
	The next meeting of the Council will be held on Monday, 30 September 2024 at 6 pm.	N/A	N/A	Noted.

**The Council RESOLVED 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 on the motion of the Mayor seconded by Cllr M Greener.**

<b>C065/24</b>	<b>MINUTES</b>			
	To sign as a correct record the minutes of the Berwick-upon-Tweed Town Council extraordinary meeting held on 11 July 2024.	RM	TS	An update regarding the minutes for this and the following item was provided by the Finance Assistant. After which, the minutes of the extraordinary meeting held on 11 July 2024 were agreed and signed as a correct record.
<b>C066/24</b>	<b>STAFFING COMMITTEE</b>			
	i. To adopt the minutes of the meeting of the Staffing Committee held on 18 June 2024 (noted at the meeting of 24 June 2024).	RM	LH	i. It was <b>RESOLVED</b> to adopt the minutes of the meeting of the Staffing Committee held on 18 June 2024 (noted at the meeting of 24 June 2024).
	ii. To note the draft minutes of the extraordinary meeting of the Staffing Committee held on 04 July 2024.	RM	LH	ii. It was <b>RESOLVED</b> to note the draft minutes of the extraordinary meeting of the Staffing Committee held on 04 July 2024.
		RM	LH	

	iii. To note the draft minutes of the extraordinary meeting of the Staffing Committee held on 29 July 2024.			iii. It was <b>RESOLVED</b> to note the draft minutes of the extraordinary meeting of the Staffing Committee held on 29 July 2024.
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