

BERWICK-UPON-TWEED TOWN COUNCIL

Summons to a meeting of Council on Monday, 30 September 2024 at 6.00 pm in
The Meeting Room, Berwick-upon-Tweed Town Council Office, Unit 1, 82 – 88 Marygate, Berwick-upon-Tweed

Quorum: 4

The Agenda for the meeting is set out below.

Cllr J Robertson
Proper Officer
25 September 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	<ul style="list-style-type: none">i. To sign as a correct record the minutes of the Berwick-upon-Tweed Town Council meeting held on 24 June 2024.ii. To sign as a correct record the minutes of the Berwick-upon-Tweed Town Council meeting held on 05 August 2024.iii. To sign as a correct record the minutes of the Berwick-upon-Tweed Town Council Extraordinary meeting held on 06 September 2024.	Draft Minutes Draft Minutes Draft Minutes

4.	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>	
5.	LAST MINUTE AGENDA ITEMS	To confirm last minute agenda items.	
6.	CODE OF CONDUCT	To consider adoption of the Local Government Association Model Councillor Code of Conduct 2020.	App A
7.	GDPR POLICY	To consider the recommendation of the Budget and Administration Committee to adopt the GDPR Policy.	App B
8.	RECRUITMENT POLICY	To consider adopting the Recruitment Policy.	App C
9.	HEALTH AND SAFETY POLICY	To consider adopting the Health and Safety Policy.	App D
10.	TERMS OF REFERENCE	To consider the recommendation of the Staffing Committee regarding an amendment to their Terms of Reference.	App E
11.	VIREMENTS	<p>i. To consider making a virement of £1,332.00 from 324 Streetscape Improvements Reserve to budget code 4505 (litter bins) due to additional expenditure for litter bins,</p>	

		<ul style="list-style-type: none"> ii. To consider making a virement of £2,649.69 from 320 Operating Reserve and £4,850.31 from 326 Tourism / Marketing Projects Reserve to budget code 4905 (visitor services support) due to the reversal of a previous decision, iii. To amalgamate 322 Council Projects Reserve (£6,934.00) with 338 Town Council Projects Reserve (£2,046.38), iv. To consider making a virement of £5,000.00 from 329 Allotment & Woodland Reserve (£38,575.32) to 321 Play Area Reserve, and v. To amalgamate 329 Allotment & Woodland Reserve with 337 Parks & Green Spaces Reserve (£1,750.00). 	
12.	CO-OPTION OF MEMBERS	To co-opt Members to the vacant seats at Grove Ward, Magdalene Ward and St Boisil Ward.	
13.	PROPOSALS FOR GROWTH AND SAVINGS	Members may wish to consider whether there are any areas of the Councils work where expenditure should grow or where savings can be made.	
14.	ACTION PLAN	To receive an update.	
15.	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 22 July 2024 (noted at the meeting of 05 August 2024). ii. To note the draft minutes of the meeting of the Budget and Administration Committee held on 09 September 2024. 	<p>App F</p> <p>App G</p>
16.	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 15 July 2024 (noted at the meeting of 05 August 2024). ii. To note the draft minutes of the meeting of the Communities and Local Services Committee held on 02 September 2024. 	<p>App H</p> <p>App I</p>
17.	PLANNING COMMITTEE	<ul style="list-style-type: none"> i. To adopt the minutes of the meeting of the Planning Committee held on 29 July 2024 (noted at the meeting of 05 August 2024). 	App J

		ii. To note the draft minutes of the meeting of the Planning Committee held on 16 September 2024.	App K
18.	STAFFING COMMITTEE	i. To adopt the minutes of the Extraordinary meeting of the Staffing Committee held on 04 July 2024 (noted at the meeting of 05 August 2024). ii. To adopt the minutes of the Extraordinary meeting of the Staffing Committee held on 29 July 2024 (noted at the meeting of 05 August 2024). iii. To note the draft minutes of the meeting of the Staffing Committee held on 17 September 2024.	App L App M App N
19.	DATE OF NEXT MEETING	The next meeting of the Council will be held on Monday, 25 November 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.		
20.	CONFIDENTIAL MINUTES	i. To adopt the minutes of the Extraordinary meeting of the Staffing Committee held on 04 July 2024 (noted at the meeting of 05 August 2024). ii. To adopt the minutes of the Extraordinary meeting of the Staffing Committee held on 29 July 2024 (noted at the meeting of 05 August 2024). iii. To note the draft minutes of the meeting of the Staffing Committee held on 17 September 2024.	App O App P App Q
21.	LESSONS LEARNED FROM THE STAFFING REVIEW	To note the update.	