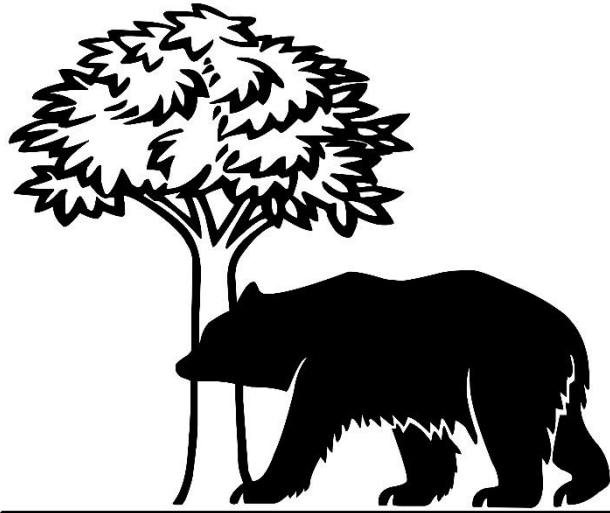


BERWICK-UPON-TWEED TOWN COUNCIL



**Berwick-upon-Tweed
Town Council**

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

PRESENT:

Councillors:	G Brown (Chair)	G Smith
	J Bowden	L Stephenson
	R Driver	T Stewart
	R Mackenzie	

IN ATTENDANCE:

Stephen Robinson, Town Clerk
Stephen Cozens, Finance Officer
Joyce Benton, Sergeant-at-Mace
Cty Cllr G Hill
7 members of the public

MINUTE NO.	TITLE AND DESCRIPTION OF ITEM	Mover	Seconded	Decision
C074/24	OPEN SESSION			
	<p>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.</p>	N/A	N/A	<p>Concerns and issues raised by members of the public included trees on land at the Palace Green Scout Hut, staffing levels compared to recent proportions, the possibility of 7 day a week coverage, lone working and a recent Freedom of Information (Fol) request.</p> <p>Cty Cllr G Hill raised the point of governance issues with regard to the item at minute number C078/24 to which a response was provided.</p> <p>Responses were also provided that the Scout Hut is still owned by the scouts, staffing levels and the recruitment of a Chief Officer, staff coverage and lone working which are being looked into, as is the Fol request whilst an update regarding signposting, a subject of a meeting with Northumberland County Council (NCC) was given.</p>

C075/24	APOLOGIES FOR ABSENCE			
	To receive apologies for absence.	N/A	N/A	Apologies for absence were received from Cllrs M Greener, L Hawken, J Robertson and J Turton.
C076/24	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. 	<ul style="list-style-type: none"> RM GS TS 	<ul style="list-style-type: none"> TS RM LS 	<ul style="list-style-type: none"> i. The minutes of the meeting held on 24 June 2024 were agreed and signed as a correct record. ii. The minutes of the meeting held on 05 August 2024 were agreed and signed as a correct record. iii. The minutes of the extraordinary meeting held on 06 September 2024 were agreed and signed as a correct record.
C077/24	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	N/A	N/A	i. There were no disclosures of interest.

	<p>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	<p>ii. There were no requests for dispensation.</p>
C078/24	LAST MINUTE AGENDA ITEMS			
	To confirm last minute agenda items.	Nem con		<p>Standing Orders were suspended sufficiently to allow Cty Cllr G Hill to speak.</p> <p>After which, a response was provided that the use of this item would be looked into.</p>
C079/24	CODE OF CONDUCT			
	To consider adoption of the Local Government Association Model Councillor Code of Conduct 2020.	JB	RM	<p>Cllr G Brown introduced the item and raised the point that page 9 of the background document contained the Nolan Principles.</p>

				After which, Council RESOLVED to adopt the Local Government Association Model Councillor Code of Conduct 2020.
C080/24	GDPR POLICY			
	To consider the recommendation of the Budget and Administration Committee to adopt the GDPR Policy.	TS	JB	The need to follow this policy up with a charging policy was noted. After which, Council RESOLVED to approve the recommendation of the Budget and Administration Committee and adopt the GDPR Policy.
C081/24	RECRUITMENT POLICY			
	To consider adopting the Recruitment Policy.	TS	RD	It was noted that the policy be reviewed every 2 years. After which, Council RESOLVED to adopt Recruitment Policy.
C082/24	HEALTH AND SAFETY POLICY			
	To consider adopting the Health and Safety Policy.	RM	TS	Thanks were given to the Operations Manager for his work on the policy and it was noted that there are a number of points to be clarified whilst the Policy Review Date's should all state 2025. After which, Council RESOLVED to adopt the Health and Safety Policy.

C033/24	TERMS OF REFERENCE			
	To consider the recommendation of the Staffing Committee regarding an amendment to their Terms of Reference.	TS	RD	Cllr R Mackenzie introduced the item that the changes allow the Staffing Committee to consider Health & Safety and Recruitment. After which, Council RESOLVED to approve the recommendation of the Staffing Committee and adopt an amendment to their Terms of Reference.
C084/24	VIREMENTS			
	<ul style="list-style-type: none"> 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, 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 	JB	RM	<p>The Finance Officer provided an update on recent spending against EMR 322 Council Projects Reserve.</p> <p>After which, Council RESOLVED to:</p> <ul style="list-style-type: none"> i. Make a virement of £1,332.00 from 324 Streetscape Improvements Reserve to budget code 4505 (litter bins) due to additional expenditure for litter bins, ii. Make 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

	<p>code 4905 (visitor services support) due to the reversal of a previous decision,</p> <p>iii. To amalgamate 322 Council Projects Reserve (£6,934.00) with 338 Town Council Projects Reserve (£2,046.38),</p> <p>iv. To consider making a virement of £5,000.00 from 329 Allotment & Woodland Reserve (£38,575.32) to 321 Play Area Reserve, and</p> <p>v. To amalgamate 329 Allotment & Woodland Reserve with 337 Parks & Green Spaces Reserve (£1,750.00).</p>			<p>services support) due to the reversal of a previous decision,</p> <p>iii. Amalgamate 322 Council Projects Reserve (£6,028.00) with 338 Town Council Projects Reserve (£2,046.38),</p> <p>iv. Make a virement of £5,000.00 from 329 Allotment & Woodland Reserve (£38,575.32) to 321 Play Area Reserve, and</p> <p>v. Amalgamate 329 Allotment & Woodland Reserve with 337 Parks & Green Spaces Reserve (£1,750.00).</p>
C085/24	CO-OPTION OF MEMBERS			
	To co-opt Members to the vacant seats at Grove Ward, Magdalene Ward and St Boisil Ward.	GS	JB	The candidate had previously supplied a statement explaining their Vision for Berwick. After which, Council RESOLVED that Philip Rowe be duly co-opted as a member of the Council for Magdalene Ward.
C086/24	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.	Nem con		The Finance Officer updated Members that this item would appear on agendas during the budget process.

				Points raised included the 2 nd van and the need for a decision on whether that is budgeted for, outdoor gym equipment / skate park, an increase to the training budget and a 3-5 year plan for the Spittal Splash Park.
C087/24	ACTION PLAN			
	To receive an update.	Nem con		<p>Council RESOLVED to note the following updates provided by the Operations Manager and Councillors:</p> <p>T3 (Cleansing of pedestrian areas of Marygate) an NCC issue this can't be staffed permanently, only on an as and when needed basis,</p> <p>T6 (Condition of town centre buildings – gutters and weeds) will pick up with the Berwick Community Development Trust and Freeman of Berwick, will also possible to write to building owners,</p> <p>T9 (Community Develop plan to work with Greener Berwick and other environment-interested organisations) will be brought to Communities & Local Services to discuss more specific targets,</p>

				<p>T11 (Secure NCC funding for town centre improvements from Economic / development fund), will be brought to Communities & Local Services to consider specific ideas to be discussed with NCC,</p> <p>CLS12 (Community Convene Xmas lights group within 6 weeks from 08 Jan 24) to be reviewed in January 2025,</p> <p>CLS14 (Environment/ Xmas trees in Prior and Upper Spittal) will investigate planters and wait until next year before ordering,</p> <p>CLS16 (Report on Community Garden and Allotment demand) NCC have been approached regarding extending allotment site at Five Arches, the project includes having water brought across from the Berncia site,</p> <p>CLS18 (Report on outdoor activity options) Officers are investigating if previous costings are still relevant, a meeting has been arranged with contractors,</p>
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			<p>CLS19 (Provide new bus shelter outside of Asda) the bus shelter has been ordered and will be installed ASAP after delivery,</p> <p>CLS20 (Provide seating and table at Highcliffe) scheduled to be installed next week,</p> <p>CLS22 (Report on taking over Berwick market) will contact NCC and report back,</p> <p>CLS23 (Convene 'Green Conference' inviting partners focusing on River Tweed, water quality, beaches, planting, public spaces and buildings) will be brought to Communities & Local Services for specific ideas,</p> <p>CLS27 (Report on potential for acquiring town centre property for residential) defer until Chief Officer in place,</p> <p>CLS29 (Town Centre Action Plan) more detail required on way forward,</p> <p>CLS30 (Remove digital signboards from Marygate and Castlegate carpark), CLS34 (Move bin outside office back onto cobbled strip), CLS35 (Move benches outside office back onto cobbled strip) and CLS38 (Move</p>
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				<p>the Jubilee Lamp to the Queens Garden) Operations Manager has meeting with NCC, CLS42 (Fence 5 arches allotments) quotes will depend on CLS16, CLS44 (Council Policies regarding allotments and Memorial Plaques) Officers to pick up and investigate format of lettering while trying to push forward, CLS45 (Moving the Beacon for next D-Day ceremony) Officers have been in contact with English Heritage for possible use in current location or to explore alternatives, CLS46 (Implement changes needed based on play parks safety report) urgent work has been completed, now in contact with suppliers for non-essential items, CLS47 (Install water supply at the BTC nursery) part of longer project to hopefully include community partners with the possibility of tapping into a neighbouring supply if required, CLS48 (Report on future of Greenses Haven Play Park) items are coming to end-of-life,</p>
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			<p>whilst the neighbouring holiday park has their own set-up, there are disability issues and this site will be the subject of a report to Communities & Local Services,</p> <p>CLS49 (Seagulls) contacts has been made with hawkers, which, it was noted, were a deterrent,</p> <p>T5 (Investigate options to clean gutters on Marygate) unable to touch someone else's building without their permission so believe this is not an option for the Council, access equipment etc is costly so believe a letter is the best way forward,</p> <p>BA50 (Produce Precept leaflet and survey) scheduled for spring 2025,</p> <p>BA51 (Review on IT system, website and report) scheduled for spring 2025,</p> <p>BA53 (Plan preparation schedule for all civic events) meeting with Sergeant-at-Mace,</p> <p>BA54 (Develop a Community Emergency Plan) discuss draft with Cllr M Greener before next meeting of Community & Local Services,</p>
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			<p>BA56 (Costs of splash park Maintenance) Officers have meeting with contractor who deals with mechanical issues to discuss costs of consumables and pumps etc moving forward, Costs of different ways to produce newsletters: a few printers costs have been investigated, current provider (Fantasy Prints) very competitive, CLS21 (Resolve lack of accessible kerbs issue) walk around with consultant and Ward Councillors being arranged, CLS26 (Progress Neighbourhood Plan) defer until Chief Officer in place, CLS41 (Start discussions with NCC to create table junction at top of West Street) defer until cycle zone has been completed, NCC's Local Plan was raised in relation to the Neighbourhood Plan along with the need for a meeting, dates to be explored, The Chief Officer (CO) title should be inserted and replace where necessary, and</p>
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				Moving forward, suggest only new items and those items requiring updates be included.
C088/24	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>TS</p> <p>Nem con</p>	<p>RD</p>	<ul style="list-style-type: none"> i. It was RESOLVED 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. It was RESOLVED to note the draft minutes of the meeting of the Budget and Administration Committee held on 09 September 2024.
C089/24	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 	<p>JB</p> <p>Nem con</p>	<p>GS</p>	<ul style="list-style-type: none"> i. It was RESOLVED 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. It was RESOLVED to note the draft minutes of the meeting of the

	Committee held on 02 September 2024.			Communities and Local Services Committee held on 02 September 2024.
C090/24	PLANNING COMMITTEE			
	<p>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).</p> <p>ii. To note the draft minutes of the meeting of the Planning Committee held on 16 September 2024.</p>	<p>TS</p> <p>Nem con</p>	<p>RD</p>	<p>i. It was RESOLVED to adopt the minutes of the meeting of the Planning Committee held on 29 July 2024 (noted at the meeting of 05 August 2024).</p> <p>ii. It was RESOLVED to note the draft minutes of the meeting of the Planning Committee held on 16 September 2024.</p>
C091/24	STAFFING COMMITTEE			
	<p>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).</p>	<p>GB</p>	<p>RM</p>	<p>i. Cllr R Mackenzie thanked Cllrs L Hawken, J Robertson and Officers for their work, After which, it was RESOLVED 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).</p>

	<p>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).</p> <p>iii. To note the draft minutes of the meeting of the Staffing Committee held on 17 September 2024.</p>	<p>JB</p> <p>Nem con</p>	<p>RM</p>	<p>ii. It was RESOLVED 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).</p> <p>iii. Cllr R Mackenzie updated Members to the new format trialled by Cllr L Hawken and requested feedback be provided to them.</p> <p>After which, it was RESOLVED to note the draft minutes of the meeting of the Staffing Committee held on 17 September 2024.</p>
C092/24	DATE OF NEXT MEETING			
	The next meeting of the Council will be held on Monday, 25 November 2024 at 6 pm.	N/A	N/A	Noted.
<p>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.</p>				

C093/24	CONFIDENTIAL MINUTES			
	<p>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).</p> <p>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).</p> <p>iii. To note the draft minutes of the meeting of the Staffing Committee held on 17 September 2024.</p>	<p>RM</p> <p>RM</p> <p>Nem con</p>	<p>JB</p> <p>JB</p>	<p>i. It was RESOLVED 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).</p> <p>ii. It was RESOLVED 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).</p> <p>iii. It was RESOLVED to note the draft minutes of the meeting of the Staffing Committee held on 17 September 2024, including the amendment provided by Members.</p>
C094/24	ACTION PLAN			
	To receive an update.	Nem con		Council RESOLVED to note the updates of the Operations Manager including appraisal targets, 1-to-1's and use of generic email address names.

C095/24	LESSONS LEARNED FROM THE STAFFING REVIEW			
	To note the update.	Nem con		Council RESOLVED to note the update provided.