

**BERWICK-UPON-TWEED TOWN COUNCIL**

**Summons to a meeting of  
Council  
on**

**Monday, 25 November 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

20 November 2024

**AGENDA**

<b>ITEM NO.</b>	<b>TITLE AND DESCRIPTION OF ITEM</b>	<b>APPS</b>
<b>1.</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.	
<b>2.</b>	<b>APOLOGIES FOR ABSENCE</b>  To receive apologies for absence.	
<b>3.</b>	<b>MINUTES</b>  To sign as a correct record the minutes of the Berwick-upon-Tweed Town Council meeting held on 30 September 2024.	<b>Draft Minutes</b>
<b>4.</b>	<b>DISCLOSURE OF INTERESTS</b>  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. FINANCIAL REGULATIONS**

To consider the recommendation of the Budget and Administration Committee to adopt the revised Financial Regulations.

**6. MARKET**

To receive a verbal update from the Operations Manager.

**7. ALLOTMENTS**

To consider an upgrade to external and internal fencing including site extension.

**8. OUTDOOR FITNESS EQUIPMENT**

To consider outdoor fitness equipment.

**9. STRATEGIC PLAN**

To consider adoption of the draft Strategic Plan.

**10. 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.

**11. MINUTES PROTOCOL POLICY**

To consider the recommendation of the Budget and Administration Committee to adopt the Minutes Protocol Policy.

**12. COUNCILLOR TRAINING POLICY**

To consider the recommendation of the Budget and Administration Committee to adopt the Councillor Training Policy.

**13. COMMUNICATIONS TASK GROUP**

To consider the report.

**App A**

**14. COMMITTEE MEMBERSHIP**

To receive and consider any requests regarding Committee membership.

**15. BUDGET AND ADMINISTRATION COMMITTEE**

- i. To adopt the minutes of the meeting of the Budget and Administration Committee held on 09 September 2024 (noted at the meeting of 30 September 2024).

**App B**

- ii. To note the draft minutes of the meeting of the Budget and Administration Committee held on 11 November 2024.

**App C**

- 16. COMMUNITIES AND LOCAL SERVICES COMMITTEE**
- i. To adopt the minutes of the meeting of the Local Services Committee held on 02 September 2024 (noted at the meeting of 30 September 2024). **App D**
  - ii. To adopt the minutes of the meeting of the Local Services Committee held on 14 October 2024. **App E**
  - iii. To note the draft minutes of the meeting of the Local Services Committee held on 04 November 2024. **App F**
- 17. PLANNING COMMITTEE**
- i. To adopt the minutes of the meeting of the Planning Committee held on 16 September 2024 (noted at the meeting of 30 September 2024). **App G**
  - ii. To adopt the minutes of the meeting of the Planning Committee held on 21 October 2024. **App H**
- 18. DATE OF NEXT MEETING**
- The next meeting of the Council will be held on Monday, 16 December 2024 at 6 pm.