



ALNWICK TOWN COUNCIL

Cemetery Lodge Office
South Road
Alnwick
Northumberland NE66 2PH

Your Ref:

Our Ref: FC/3/2014

Clerk to Council

Bill Batey

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Dear Councillor

7th March 2014

The next meeting of the Council will be held on **Thursday 13th March 2014** in the Council Chambers, Clayport Street Alnwick at **7.00pm**. You are hereby requested to attend.

Yours faithfully

Bill Batey
Clerk to Town Council

Agenda

1. Welcome to Councillor Anne Shilton
2. Questions from the Public
3. Apologies
4. Declarations of Interest
5. Minutes of the Last meeting – 13th February 2014
6. Matters Arising
7. Mayor's Report
8. Committee Appointments
9. Constitution Review
10. Updates
 - a) Free Car Parking
 - b) Joint Meetings with NCC
 - c) Proposed Town Spring Clean
 - d) Baton Relay
 - e) Accommodation for Equipment – Town Council & Community Festivals
11. Minutes of the Committees
 - a) Planning Committee Meeting (13th February 2014)
12. Correspondence
13. Feedback Local Multi-agency Crime Prevention Initiative Meeting
14. Financial Matters – Payments
15. Any Other Urgent Business

Declarations of Interest

To receive disclosures of pecuniary interests from Councillors, on matters to be considered at the meeting. The disclosure must include the nature of the interest. If you become aware, during the course of the meeting, of an interest that has not been disclosed under this item you must immediately disclose it.

**Agenda item 7
Mayor’s Report**

An update on the mayor’s diary can be obtained at <http://alnwickmayor.wordpress.com/>

**Agenda item 8
Committee Appointments**

At the last meeting Anne Shilton was co-opted on to the Council. Anne has signed her Declaration of Acceptance of Office and completed her Declaration of Interests. Following the resignation of Councillor Hewison there are vacancies on the Planning, Highways and Transport Committee, the Recreation and Amenities Committee and the Finance and Policy Committee. During the year, Finance and Policy Committee membership was increased from 12 to 13, until the next annual meeting. The Clerk has discussed the vacancies with Councillor Shilton and she would like to be appointed to the vacant positions on the Planning Highways and Transport Committee and the Recreation and Amenities Committee. It is recommended the Finance and Policy Committee membership be retained at 12. Following the resignation of Councillor Hewison the Council also need to appoint a Vice Chairman of the Recreation and Amenities Committee.

Recommendations: a) That Councillor Shilton be appointed on to the Planning, Highways and Transport Committee and the Recreation and Amenities Committee, and b) A Vice Chairman of the Recreation and Amenities Committee be appointed (from Councillors Broom, Farrar, Goodfellow, Harrington, Holt, S Mavin, Roberts, Shilton and Symmonds).

**Agenda item 9
Constitution Review**

A Working Group, to which all councillors were invited, met on the 20th February to review the Constitution. A number of comments were also submitted to the Clerk by Councillors unable to attend the meeting. The following issues were discussed:

Issue	Details	Recommendations
Committees – frequency of meetings and scope	Neighbourhood Plan not included in the scope of any committee	Add Neighbourhood Plan to the remit of Planning Committee
	Some concern that Recreation and Amenities Committee have too much workload.	Leave scope of Committees as they are for another year and then review again (use could be made of working groups e.g. for events).
	Suggested the Finance & Policy Committee should meet 6 times a year (currently 4 times)	Finance and Policy Committee to meet 6 times a year

	Each Committee meetings should be on a separate night, some committees are rushed at present if there is another meeting following and attending 2 successive meetings can be a long evening.	Schedule all Committee and Council meetings on a separate night.
Council Meetings	Meeting should be held in August (this is the only month currently not scheduled)	Include a Council Meeting Date in August
Co-option Process	The Constitution does not have a specific process and it would be best if this was documented. In the event that a choice between more than 2 candidates was necessary, a system of transferable votes be used, in a secret ballot. Applicants should be invited to attend a meeting or informal event to have a discussion with councillors before the vote.	Introduce a new section in the Constitution outlining the co-option process. This to include an opportunity to have informal discussions with councillors and if necessary a system of transferable votes, with the Mayor having the casting vote.
Term of Office of the Mayor	There was some support for this being a two year term of office; although some councillors felt the appointment should be revisited annually.	The term of office for Mayor and Deputy Mayor remain as 1 year.
Set more time aside for Any Other Business	Some Councillors felt that many interesting issuers crop up at the end of an agenda under this item and more time should be given. The agenda item is aimed at urgent business. Note-it is generally not possible to make decisions on items not on listed on the agenda.	Councillors are encouraged to add items to the agenda by contacting the clerk giving details and a proposed motion (if there is one). These could be listed on the agenda under 'Councillor issues'.
Set up Economic and Training Advisory Group	Gaps in provision in the town were highlighted and it was suggested the Town Council should be lobbying and getting involved.	Whilst it is recognised the Town Council have limited powers this should be considered more at the Policy and Finance Committee

Recommendation: To agree the changes to the Constitution as outlined above, with effect from the next Annual Meeting of the Council.

Agenda item 10

Updates

a) Free Parking

Councillors Roberts, G Mavin, Holt and Symmonds, D Taylor (Alnwick Chamber of Trade) and the Clerk met County officers on 28th February to discuss the implementation of Free Parking in Alnwick. A copy of the Alnwick Implementation Plan is circulated with the agenda. Further feedback will be given by those who attended the meeting. Subsequent to the meeting the following dates have been set for disc distribution days in Alnwick – 29th March, 4th April and 10th April, all between 10am and 3pm. The Alnwick Tourism Fair will also be used on 19th March. The County Council have asked for Town Council and

Chamber of Trade volunteers to assist with the distribution days. The Council is also consulting on the proposed introduction of Disc Zone Parking as a requirement of the Traffic Order procedures. Comments are requested by 28th March.

b) Joint Meetings with NCC.

Councillors were invited to a meeting with county officers to look at areas of joint working and communication. The notes of the meeting are enclosed with the agenda and will be discussed. Possible dates for the next meeting are 25th March morning, 31st March afternoon or 2nd April morning.

c) Proposed Town Clean up

The Council has agreed to organise a Town Clean up on Sunday 6th April. An update on the preparation for this event will be given at the meeting.

d) Baton Relay

The Mayor and Clerk met with James Fell from NCC to be briefed on the Queen's baton relay for the Commonwealth Games. The Baton will reach Alnwick Castle on Friday 13th June having been in Leeds the night before and Gateshead on the morning of the 13th. During the day school children will be invited to view the baton and take part in various sports. There will be a ticket only celebration at the Alnwick Castle on the evening on 13th June, this event will be similar to the celebration of the visit of the Olympic Torch in 2012, but on a smaller scale. The baton will not be visible during its journey through Northumberland so no disruption to traffic is envisaged. The Baton will leave Northumberland on 14th June and cross over the boundary into Scotland.

e) Accommodation for equipment – Town Council & Community Festivals

At the last meeting it was outlined how the Town Council, Alnwick Markets and community festivals needed to find new storage accommodation and the Council were supportive of trying to facilitate a joint solution. The existing accommodation needed to be vacated by no later than 10th March. Negotiations took place to secure a unit on the Willowburn Industrial Estate and it was agreed that a licence be issued to Local Living, rather than the Town Council. After initial cleaning, all the equipment was moved between 5th and 7th March. The Town Council's share of the annual rent is £1,000. Contributions are also being made by the Alnwick Music Festival, Alnwick Food Festival, Alnwick Markets and Alnwick Spring Show. It has also been agreed that the Town Council grants to be given to the Music Festival, Food Festival and Spring Show in 2014/15 will be reduced by the cost of their storage rent and the rent will be paid direct to Local Living, by the Town Council.

Recommendation: a) That the updates be discussed and b) the Council comments on the Disc Zone Parking consultation and find volunteers to assist on disc distribution days and c) agrees the attendance at the next joint meeting with NCC.

Agenda item 12

Correspondence

The following correspondence has been received since the last meeting:

Date	Detail	Action if any
19 Feb	NCC -Consultation on Disc Zones	See agenda item 10a
25 Feb	NCC – Consultation on Review of Parish Charter	Circulated with Agenda, comments to clerk by 20 th March for consideration by Finance & Policy Committee
25 Feb	NHS Northumberland – update for parishes on procurement of out of hours services	Available from the clerk on request
25 Feb	NCC- Notification of Consultation on Post 16 transport provision for 2014-15	Available from the clerk on request
26 Feb	NCC – Contact information for local services	Available from the clerk on request
27 Feb	CAN - enews	Available from the clerk on request
6 March	Invitation to Schools Mock Trials -15 th March	Interested Councillors to contact the clerk

Recommendation: That the correspondence received be considered.

Agenda item 14

Financial Matters –Payments

The following invoices have been received for payment (as at 7th March); this list will be updated at the meeting, if necessary.

HMRC	£1791.85	Tax/NI payment for Feb
Wages Account	£4000	
NFU Mutual	£1889.97	Clerk’s Pension contribution for 2013/14
Sportsworld (NE) Ltd	£27	Defibrillator stickers
WR Batey	£258.79	Printer Cartridges £247.80, Stationary £4.99, Postage 6.00
Max Recycle	£104.50	Duty of Care 2014/15 Trade Waste
M Marshall and Sons Ltd	£34.80	Water leak, Cemetery Lodge
Alnwick Tyres Ltd	£20.40	Puncture Repair
Earl Percy Estate	£75	Annual Rent Ratten Row
Chris Bowden	£650	Repairs to Chapel floor
James N McClean	£127.92	Materials and Tools
TOTAL	£8,980.23	

The following payments are now paid by direct debit and are reported for information		
BT	£87.19	phone bills cemetery and cemetery lodge paid 28 th Feb 14

Recommendations: To approve and authorise the above payments amounting to £8,980.23 and to note the direct debit payments of £168.05.