



# ALNWICK TOWN COUNCIL

Cemetery Lodge Office  
South Road  
Alnwick  
Northumberland NE66 2PH

Your Ref:

Our Ref: FC/4/2014

Clerk to Council

Bill Batey

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Dear Councillor

4<sup>th</sup> April 2014

The next meeting of the Council will be held on **Thursday 10<sup>th</sup> April 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. Questions from the Public
2. Apologies
3. Declarations of Interest
4. Presentation on the Aln Valley Railway
5. Minutes of the Last meeting – 13<sup>th</sup> March 2014
6. Matters Arising
7. Mayor's Report
8. Annual Audit Arrangements
9. Dates for Council and committee meetings 2014/15
10. Updates a) Joint Meetings with NCC - 31<sup>st</sup> March 2014  
b) War Memorial survey update
11. To agree the minutes of the following committees:
  - a) Planning, Highways and Transport Committee (13<sup>th</sup> March 2014)
  - b) Finance Committee (20<sup>th</sup> March 2014)
  - c) Cemetery Committee (27<sup>th</sup> March 2014)
  - d) Recreation & Amenities Committee (27<sup>th</sup> March 2014)
12. Correspondence
13. Feedback Local Multi-agency Crime Prevention Initiative Meeting
14. Financial Matters – Payments
15. Mechanics Institute Accounts 2013/14
16. 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****Annual Audit arrangements**

The external auditor has informed the Council of the following key dates for this year's annual return and audit.

Display Notice about electors rights	12 <sup>th</sup> May to 25 <sup>th</sup> May
Make accounts available to public	27 <sup>th</sup> May to 23 <sup>th</sup> June
Submission of Annual Return	By 24 <sup>th</sup> June 2014
Completion of Audit	By 30 <sup>th</sup> September 2014

The annual return and final accounts will be presented to the Council on 8<sup>th</sup> May and then they will be sent to the internal auditor. Any feedback from the internal auditor will be given at the June meeting, prior to submission to the external auditor.

**Recommendation: To note the Annual Audit timetable****Agenda item 9****Dates for Council and Committee meetings 2014/15**

At the last meeting it was agreed that the clerk bring a draft list of Committee dates to this meeting for consideration which would then be approved at the Annual Meeting of the Council. A list of proposed dates is circulated with the agenda.

**Recommendation: That the proposed meeting dates be considered and finalised and then go forward to the Annual meeting for approval****Agenda item 10****Updates****a) Joint Meetings with NCC. – 31<sup>st</sup> March**

Councillors were invited to a meeting with county officers on 31<sup>st</sup> March. Feedback will be given on the issues raised.

**b) War Memorial Survey Report**

A condition survey was carried out on the War Memorial on Thursday 3<sup>rd</sup> April. Feedback will be given on the findings.

**Recommendation: a) That the updates be discussed**

**Agenda item 12****Correspondence**

The following correspondence has been received since the last meeting:

<b>Date</b>	<b>Detail</b>	<b>Action if any</b>
24 March	NCC- Children's Centre Locality Manager – Any available office/storage space for Alnwick food bank?	Councillors to consider
24 March	NCC – invitation to attend Market Town Benchmarking Dissemination event, 28 <sup>th</sup> April 6-8pm Council Chambers	Please let the clerk know if you wish to attend
27 March	CAN News – Spring 2014	Available from the clerk on request
29 March	Friends of Voerde – request to have a Council reception for the Voerde delegation on May 23 <sup>rd</sup> at Bailiffgate Museum at 6pm	Councillors are recommended to approve
2 April	Druridge Bay parkrun – request for support timed 5k run	Councillors to consider
2 April	CAN – Invitation to Spring Conference – Stannington Village Hall 2pm 9 <sup>th</sup> May	Please let the clerk know if you wish to attend
4 April	NALC e news	Available from the clerk on request
4 April	NCC – Training Sessions on Planning – Alnwick date 23 <sup>rd</sup> April 6-8pm Northumberland Hall	Please let the clerk know if you wish to attend, also considered at Planning Committee
4 April	Colin Harris Websites – merger with Team Valley Web	To note

**Recommendation: That the correspondence received be considered.**

**Agenda item 14****Financial Matters –Payments**

The following invoices have been received for payment (as at 4<sup>th</sup> April); this list will be updated at the meeting, if necessary.

HMRC	£2088.99	Tax/NI payment for March
Wages Account	£4000	
Northumbrian Water	£17.64	Cemetery (paid 28 <sup>th</sup> March)
Northumbrian Water	£232.91	Ratten Row Allotments Paid 2 <sup>nd</sup> April)
Northumbrian Water	£66.60	Cemetery (paid 28 <sup>th</sup> March)
Northumbrian Water	£38.89	Robertson's Fountain (paid 28 <sup>th</sup> March)
Northumbrian Fencing	£329.60	St Georges Allotments (paid 2 <sup>nd</sup> April)
Wybone Limited	£1089.47	3 new Litter Bins
Glasdon	£650.82	New Litter Bin
W.R.Batey	£225.93	£23.99 Flash Drive, £143.94 Hi Vis Vests, £58 Play Area parts ( Dome caps and washers)
Alnwick Tyres Ltd	£36.00	Puncture Repair

Malcolm Lane & Son Ltd	£266.40	Paint for Map Cases
The Play Practice	£2320.30	New Basket for Basket Swing, Barresdale
Alnwick Paint and Glass	£150.70	Wood Stain, Metal paint and materials
Wincetide Ltd ( t/a Alnwick Timber in Liquidation)	£175.50	Timber for seats
Max Recycle	£2288.16	Trade Waste 2014/15
NCC	£381.51	NNDR Cemetery Chapel 2014/15
NCC	£2590.50	NNDR Cemetery 2014/15
ICCM	£90	Membership 2014/15
<b>TOTAL</b>	<b>£17,039.92</b>	

The following payments are now paid by direct debit and are reported for information		
BT	£70.25	phone bills cemetery and cemetery lodge paid 27 <sup>th</sup> March 14

**Recommendations: To approve and authorise the above payments amounting to £17,039.92 and to note the direct debit payments of £70.25.**

#### **Agenda item 15**

##### **Mechanics Institute Accounts 2013/14**

The Clerk will present the accounts for the Mechanics Institute. The Council acts as the corporate trustee for the Mechanics Institute.