



ALNWICK TOWN COUNCIL

Cemetery Lodge Office
South Road
Alnwick
Northumberland NE66 2PH

Your Ref:

Our Ref: FC/7/2014

Dear Councillor

Clerk to Council

Bill Batey

Tel: 01665 714922

Mobile: 07971 810267

4th July 2014

The next meeting of the Council will be held on **Thursday 10th July 2014** in The Council Chamber, 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. Mayor's report
5. Minutes of the Previous Meeting (12th June 2014)
6. Matters Arising
7. Local Transport Plan Priorities 2015/16.
8. Co-option of Councillors – procedure
9. Updates, a) War Memorial Grant Application, b) Market Street Toilets Refurbishment and c) Joint Meetings with NCC
10. Venues for future Council and Committee Meetings
11. Minutes of Committees a) Planning Committee Meeting (12th June 2014)
12. Correspondence
13. Financial Matters – Payments
14. Feedback Local Multi-agency Crime Prevention Initiative Meeting
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**Local Transport Plan Priorities 2015/16.**

NCC has asked the Town Council to identify its top 3 highways and transport priorities, so that they can be considered for inclusion in the Local Transport Plan (LTP) Programme 2015-16. In 2014/15 the Council priorities were:

1. The investigation of the feasibility of pedestrian priority for Narrowgate
2. Road widening and right turn lane at the service station on the A1068 South Road
3. Pavement repairs and improvements to Green Batt, St Michael's Lane and the entrance and exits to the Market Place including the drainage channels.

Councillors should consider the best way to determine the priorities. It is suggested that initial work be undertaken by a working group of the Planning Highways and Transport Committee and reported back to the September Council Meeting. Regard should also be had to the Transport issues highlighted in the Neighbourhood Plan and Community Action Plan. The deadline for comments is 26th September 2014.

Recommendation: that a Working Group of the Planning Highways and Transport Committee be formed to consider the priorities and to then report back to the September Council meeting.

Agenda Item 8**Co-option of Councillors – procedure**

At the Council meeting in March it was agreed to introduce a paragraph into the Constitution covering the future the co-option process. The process on one hand could be simple (one or two candidates for 1 vacancy) or more complex as with the vacancies in 2013 which involved the selection of seven councillors from eight applicants. It is not easy to come up with wording to cover every eventuality but the proposed wording is as follows:

Co-option Procedure

“When a new councillor(s) is to be co-opted, if possible the process will involve an opportunity for councillors to have an informal discussion with applicants.

In the event that more councillors wish to be co-opted than there are vacancies, councillors will be asked to indicate their preferred candidates in a secret ballot. Councillors will have a number of votes equal to the number of vacancies on the council.

After the first round of voting, the leading candidates are identified, equal in number to the number of vacancies. Where the leading candidates can be identified, and they have a majority of the votes, the leading candidates are duly co-opted.

Where the leading candidates cannot be identified due to a tie, or the leading candidates do not each have an absolute majority of votes in their favour, the person having the least number of votes shall be eliminated. Where there is a tie between two or more candidates for the lowest

number of votes, all of the candidates with the lowest number of votes shall be eliminated. Councillors will again be asked to indicate their preferred candidates. Again, councillors will have a number of votes equal to the number of vacancies on the council.

This process is repeated until either the number of candidates equals the number of vacancies, or the leading candidates can be identified and each have a majority of votes, whichever happens first.

In the event that after the elimination of all other candidates there is a tie for the leading candidates to be co-opted, any tie must be settled by the mayor's casting vote”.

Recommendation: That the above wording be agreed and added into the Council's Constitution as part of Section 17.

Agenda item 9

Updates

Councillors will be updated on a) the War Memorial Grant Application, b) the refurbishment of the Market Street Toilets and feedback from the last joint NCC/Town Council meeting.

In relation to the toilets, a list of works has been agreed as follows:

- Rod drains, male and female
- Overhaul cistern on urinal and ensure it is set/adjusted to ensure it is flushing regularly
- Supply and fit an Air scent breeze dispensers, white, to male and female WC (this is different to the one specified, as its battery operated).
- Supply and fit Dyson Airblade hand dryer to male and female WC
- Supply and fit new time lock on the main door, on male and female
- Supply and fit new cubical doors to both sides.
- Decorate all previously painted areas.
- Clean floor tiles
- Rake out and re-grout wall tiles
- Supply and fit new 9" wall fan, this will only work if we can fit the correct grills externally, please note permission may be needed.
- Supply and fit toilet roll holders
- Supply and fit soap dispensers
- Replace existing handrails/grabrails
- Supply and fit 2No new mirrors
- Supply and fit 2No new vanity units
- Provide new signage on doors, on external of Northumberland Hall and inside giving contact details, alternative facilities etc.).

c) In relation to the Joint NCC/Town Council meeting, feedback will be given on the meeting held on 23rd June. The next two meetings are scheduled for 2pm on 22nd September 2014 and 26th January 2015, councillors will be asked for views to see if these would be better scheduled in the evening.

Recommendation: Councillors receive and consider these updates.

Agenda item 10**Venues for future Council and Committee Meetings**

At the last meeting of the Finance and Policy Committee, future meeting venues were discussed. This follows confirmation from NCC that the Clayport Street building is due to be closed in mid-August. The clerk will update the Council on options and the existing discussions, which will need to be in place from the September Council meeting.

Recommendation: Councillors to consider.

Agenda item 12**Correspondence**

The following correspondence has been received since the last meeting:

Date	Detail	Action if any
11 th June	NCC- Posters and leaflets about registering to vote	Available from the clerk on request
	NHS – leaflets about commenting on health services	Available from the clerk on request
23 rd June	Coalfields Regeneration Trust – The State of the Coalfields Report	Available from the clerk on request
26 th June	Magna Carta Barons – copy of ‘Magna Carta 1215-2015, London’s Temple and the Rule of Law’.	Available from the clerk on request

Recommendation: That the correspondence received be noted.

Agenda item 13**Financial Matters –Payments**

The following invoices have been received for payment (as at 3rd July); this list will be updated at the meeting, if necessary.

HMRC	£1,983.08	Tax and NI
Wages Account	£5,000	
Northumbrian Water	£1,038.61	Water Bills, Robertson’s Fountain, Ratten Row allotments, Alnwick Cemetery (2 bills) Paid 3/7/14
Zurich Municipal	£76.25	Addition premium to increase Fidelity Guarantee and for new play equipment. Paid 3/7/14
Bailiffgate Museum	£67.80	Room Booking – Town Twinning
Philip Angier	£235.20	Conference fee and travel (Town Team Budget)
Chris Bowden	£2,000	Cemetery Pointing
Chris Bowden	£80	Repair to seat opposite war memorial and treatment
Playsafety Ltd	£397.20	Annual Inspection Reports for play areas
NALC	£851.80	Annual Subscription

Janet Pibworth	£52.52	Printer cartridges £32.92, postage £5, travel £4.60, photography licence at archives £10
CBS World	£44.41	Photocopying
Petty Cash	£49.56	Fuel £20, Postage £6.36, Stationary £5.98, Bag of Lime £17.22
W.R. Batey	£224.50	Postage £24.58, Refreshments £5.63, new swing seat £144.67, Weed killer £49.62
Border Tyres	£28.80	Puncture Repair
Norman Dunn	£200	Internal Audit Fee
TOTAL	£12,329.73	

The following payments are now paid by direct debit and are reported for information		
BT	95.84	Phone bills cemetery and cemetery lodge Paid 26 th June 14
npower	£104.98	Town Hall Clock

Recommendation: To approve and authorise the above payment amounting to £12,329.73 and to note the direct debit payments of £200.82.