



# ALNWICK TOWN COUNCIL

Cemetery Lodge Office  
South Road  
Alnwick  
Northumberland NE66 2PH

Your Ref:

Our Ref: FC/10/2014

Clerk to Council

Bill Batey

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Dear Councillor

3<sup>th</sup> October 2014

The next meeting of the Council will be held on **Thursday 9<sup>th</sup> October 2014 in St James's Church Centre, Pottergate, 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. Minutes of the Previous Meeting (11<sup>th</sup> September 2014)
5. Matters Arising
6. Annual Return and Accounts 2013/14
7. Views on Petition Received by NCC
8. New Town Council Office – 27 Fenkle Street
9. Feedback on County Council matters
  - a) Joint Meeting of ATC and NCC - 22<sup>nd</sup> Sept.
  - b) Town & Parish Council Conference -
  - c) New Town/Parish Council Website
  - d) Proposed Walkabout
  - e) Joint Meeting of Northumberland Parishes with NCC
  - c) Public Convenience Refurbishment
10. Minutes of Committees
  - a) Planning Committee Meeting (11<sup>th</sup> September 2014)
  - b) Cemetery Committee (18<sup>th</sup> September 2014)
  - c) Recreation and Amenities Committee (25<sup>th</sup> September 2014)
11. Correspondence
12. Financial Matters – Payments
13. Feedback Local Multi-agency Crime Prevention Initiative Meeting and on speed monitoring wires
14. 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 6****Annual Return and Accounts 2013/14**

The Council's external auditor has completed the audit for the year ended 31<sup>st</sup> March 2014. The auditor has concluded that the information in the annual return is in accordance with proper practices and no matters have come to their attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

The external auditors have asked that the Council updates its asset register to include the following information for each asset: date acquired, purchase cost and location held. It is suggested that this be done as soon as possible, or in any event before the end of the current financial year. It is suggested by the Clerk that this register be presented to the Finance & Policy Committee at the meeting on 18<sup>th</sup> December.

**Recommendation: That the Annual Return for the Year ending 31<sup>st</sup> March 2014 be approved and accepted by the Council.**

**Agenda item 7****Views on Petition received by NCC**

Northumberland County Council has received a petition about street lighting in Alnwick. The Town Council has received a copy for information and comment. NCC will discuss the petition at the North Area Committee on 10<sup>th</sup> November. The petition is signed by 107 people and requests street lighting in Abbeylands, Alnwick.

**Recommendation: That Councillors agree any comments they wish to submit to NCC.**

**Agenda item 8****New Town Council Office – 27 Fenkle Street**

The Town Council previously agreed to establish a Town Centre office base and took a licence from NCC on Room 5, at 27 Fenkle Street. 27 Fenkle Street also contains the NCC staff in the Registrar's service, Public Protection, Building Control, Parking Services, Electoral Services as well as being the home of Lionheart Radio. It is hoped that the Town Council office will be fully operational after the completion of the telephone and broadband installation on Tuesday 7<sup>th</sup> October. The Council needs to consider the opening times of the office for the public. With 1 full time member of staff and 1 part time (up to 10 hours per week) it is not feasible to give continuous cover during normal office hours, particularly when other tasks need to be completed away from the office, eg at the cemetery, allotments play areas etc. Councils with slightly higher staffing levels tend to offer specific but limited opening times, examples being:

- Amble 10am – 3pm Monday to Friday
- Berwick 10.30am – 12.30pm Monday to Thursday
- Cramlington 10am -3pm Tuesday to Thursday

The Clerk and Administration Assistant have discussed the possibilities for office cover and suggest that we initial look to be available to the public on Tuesday to Thursday 10.30am to 3pm

and at other times by appointment. This could be kept under review. Councillors views on this are requested. Once the telephone line is operational, publicity will be given to the new office location and the new address/number used on correspondence and the website etc.

**Recommendation: Councillors note the current position and agree the office opening hours for the public.**

## Agenda item 9

### Feedback on County Council matters

a) Joint Meeting of ATC and NCC 22<sup>nd</sup> Sept. – The notes of the meeting are circulated with the agenda.

b) Town & Parish Council Conference - 25<sup>th</sup> Sept. – Verbal feedback will be given.

c) New Town/Parish Council Website

At the Town & Parish Council Conference the new web portal was demonstrated, which has been produced specifically as a tool to help Town and Parish councillors and clerks. The new site, which can be found by clicking the following link:

[townandparish.northumberland.gov.uk](http://townandparish.northumberland.gov.uk)

Councillors may wish to bookmark the address as it is not available by searching the main County Council website. The web portal has also been designed to work on a smartphone and will therefore work on any higher platform. It is text based which may help those with poor broadband or mobile connections. NCC welcome any feedback. Councillors are recommended to view the site and in the section, 'Town and Parish Council News' under the heading 'Latest news' there is a useful 'Who's Who of Local Services' document.

d) Proposed Walkabout

Following a suggestion at the last ATC/NCC joint meeting, Mr Bob Hodgson, the new Area Manager (North), Neighbourhood Services has suggested a walkabout to look at Neighbourhood Services issues in the Town. The suggested date is Thursday 16<sup>th</sup> October. It is recommended that a small number of councillors may wish to attend. It is suggested that the walkabout includes Swansfield Park, Glovers Green Play Areas, the Bus Station and the Public Toilets.

e) Joint Meetings of Northumberland Parishes

The next round of NCC and Town & Parish Council meetings take place in October. The Alnwick area Northern meeting is on Monday 13<sup>th</sup> October at 6pm in St James Church Rooms, Alnwick. These meetings involve representatives from a large number of parishes and normally up to two representatives from each council attend. There is scope for one or two more to attend if desired.

c) Public convenience Refurbishment

If received, an update will be given on timescales for the completion of the refurbishment scheme.

**Recommendation: That councillors consider the issues raised.**

**Agenda item 11**  
**Correspondence**

The following correspondence has been received since the last meeting:

<b>Date</b>	<b>Detail</b>	<b>Action if any</b>
15 Sept	CAN e news	Available from the clerk on request
24 Sept	NCC – Willowburn Ave/Wagonway Road Road closure now delayed until 17 <sup>th</sup> Nov – 28 <sup>th</sup> Nov	Available from the clerk on request
1 <sup>st</sup> Oct	NCC – Emergency Road closure on Narrowgate from 6 <sup>th</sup> Oct for up to 21 days	Available from the clerk on request

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

**Agenda item 12**  
**Financial Matters –Payments**

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

HMRC	£2073.05	Tax and NI
Wages Account	£5,000	
Northumbrian Water	£1407.22	Water bills Cemetery (2 bills) allotments and Robertson’s Pant (paid 1 <sup>st</sup> Oct)
BDO LLP	£516	External Audit
Grannies	£35	Refreshments – neighbourhood plan event
John Gray Ltd	£100.80	Hedgecutter/Tractor repair
Royal Mail	£9.43	Postage – neighbourhood plan returns
Azure	£105	Display Boards - neighbourhood plan
Azure	£96	Posters - neighbourhood plan
Azure	£84	Display Boards - neighbourhood plan
Playdale Playgrounds Ltd	£64.39	Parts for equipment
W.R. Batey	£1402.74	£71.63 stationary, £21 refreshments, £19.08 postage, £54 Twinning visit gift, £975.88 new office computer, £180 printer cartridges, £61.60 Books and Flags (gifts for music festival groups), office supplies £6.57 & £12.98.
Greenlay (Grass Machinery Ltd)	£99.40	Mower belt
Greenlay (Grass Machinery Ltd)	£996.43	Tractor driveshaft and hydraulic cylinder
Greenlay (Grass Machinery Ltd)	£129.01	Mower belt and pulley
CBS World	£9.60	Stationary
CBS World	£107.96	Box Files
NCC	£1953	3 additional grass cuts 2014/15
<b>TOTAL</b>	<b>14,189.03</b>	

The following payments are now paid by direct debit and are reported for information		
BT	£98.50	Phone bills cemetery and cemetery lodge Paid 28 <sup>th</sup> Sept 14

At the last meeting an invoice for £45.20 from Wybone was approved for payment, this has now been cancelled following a discussion with the company.

The Grant payments for the following festivals are due: The amounts to be paid are the approved grants minus the contributions to the rental costs at the shared unit at Willowburn and in the case of the Music Festival, the stage/stall erection costs.

- Alnwick Spring Show £500 - £300 = £200
- Alnwick Music Festival £4,000 - £650 - £2000 stage/stall erection costs = £1350
- Alnwick Food Festival £1100 - £500 = £600

**Recommendation: To approve and authorise the above payment amounting to £16,339.03 and to note the direct debit payments of £98.50**