



ALNWICK TOWN COUNCIL

Cemetery Lodge Office
South Road
Alnwick
Northumberland NE66 2PH

Your Ref:
Our Ref: FC/5/2015

Clerk to Council- Bill Batey
Tel: 01665 714922
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Dear Councillor

8th May 2015

The Annual Meeting of the Council will be held on **Thursday 14th May 2015** in The Council Chamber, Clayport Street, Alnwick at **7.15pm**. 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 for 2014/15
5. Election of the Mayor
6. Election of the Deputy Mayor
7. Presentation by Mr Paul Leo, NCC, on future use of Council Buildings in Alnwick
8. Committee Appointments
9. Appointment of the Chairs and Vice Chairs of Committees
10. Appointments to Outside Bodies
11. Approving dates of ordinary meetings of the council and standing committees
12. Minutes of the Previous Meeting (9th April 2015)
13. Matters Arising
14. Draft 2014/15 Accounts
15. Tour of Britain Update
16. Projects and Funding Officer, proposed project work
17. Minutes of Committees
 - a) Planning Committee Meeting (9th April 2015)
 - b) Finance & Policy Committee ((16th April 2015)
18. Correspondence
19. Financial Matters – Payments
20. 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 4

Mayor's Report for 2014/15

Prior to the election of Mayor for 2015/16, Councillor Grisdale who was Mayor for 2014/15 will give a brief report on his civic year.

Agenda item 5

Election of Mayor

One nomination was received, this was for Bill Grisdale

Recommendation: That Councillor Grisdale be elected as Mayor.

Agenda item 6

Election of Deputy Mayor

One nomination was received, this was for Sue Allcroft

Recommendation: That Councillor S Allcroft be elected as Deputy Mayor.

Agenda item 7

Presentation by Mr Paul Leo, NCC, on future use of Council Buildings in Alnwick

Mr Paul Leo, Head of Strategic Estates at Northumberland County Council is attending the meeting to talk about the plans for Alnwick and the future use of some of the NCC Buildings in the Town. Councillors will be aware that there was some information in the press recently about this. Members of the Neighbourhood Plan Steering Group have also been invited to hear the presentation.

Agenda item 8

Committee Appointments

The proposed committee membership will be tabled at the meeting; this takes into account the preferences of councillors.

Recommendation: that the membership of the Cemetery Committee, Planning, Highways and Transport Committee, Recreation and Amenities Committee, and Finance and Policy Committee be approved.

Agenda item 9

Appointments of Chairs and Vice Chairs of Committees

Having appointed to the committees (agenda item 8) it will be necessary to appoint a chairman and vice chairman of each committee. Nominations will be required at the meeting.

Recommendation: That Chairs and Vice Chairs of each committee are appointed.

Agenda item 10**Appointments to Outside Bodies**

A schedule of the outside bodies will be tabled at the meeting, together with suggested representatives.

Recommendation: That the Outside Body appointments are approved.

Agenda item 10**Dates of Meetings**

A draft schedule of Council and Committee meetings was considered at the last Council meeting and agreed for approval at this meeting.

Recommendation: That the Council and Committee dates are approved.

Agenda Item 14**Draft 2014/15 accounts**

The Clerk will update the meeting on progress regarding the production of the 2014/15 accounts. Draft Accounts will be tabled.

From the 2014/15 budgets a number of specific expenditure items/projects were not completed during the year, it is therefore recommended that these are carried forward into 2015/16 and the budgets adjusted accordingly. These items are listed below:

Cemetery Committee	
Building Repairs -	£2,000
Grounds (Tree Works)	£2,000
New Area	£500
Finance and Policy Committee	
Grants	£400
Neighbourhood Plan	£1,400
Town Team - Contribution to scheme	£500
Recreation and Amenities Committee	
Town Promotion - leaflet project	£1,000
Notice Boards Communications project	£2,000
Allotment works	£1,000
Play Area Replacements – Cawlege View, Glovers Green	£7,500
Peter's Mill Bridge Project	£500
Contribution to Toilet refurbishment	£3,000
Purchase of new Flower Barrels at War Memorial	£175

In addition, Cemetery income was higher than budgeted but the tree survey identified additional works required in 2015, it is therefore recommended that an additional £5,000 is carried forward to cover this work.

Recommendation: That the draft accounts be noted, and the carry over expenditure into 2015/16 be agreed.

Agenda item 15

Tour of Britain Update

Details have been released of the Tour of Britain's visit through Northumberland on 9th (through Alnwick) and 10th of September. A copy of the stakeholder update is attached with the agenda.

Recommendation: The Recreation and Amenities Committee consider how best to involve the community with the event.

Agenda item 16

Projects and Funding Officer, proposed project work

In 2015/16 the Council has agreed to fund a part-time post (3 days a week) of a Projects and Funding Officer. The job description is being finalised and advertising process will commence later this month. It was agreed at the last Finance & Policy Committee that the clerk would set out a list of potential work areas for the post holder for discussion and approval at this meeting. The post is seen to help address the gap left by the former Alnwick Community Development Trust, and the role was seen to include the delivery of the Council actions on the Neighbourhood Plan and Community Action Proposals, other council priority projects and to signpost and assist local organisations, including festivals/events with funding opportunities. A list of initial potential projects will be circulated prior to the meeting.

Recommendation: that the Council agree the broad outline of project work for 2015/16

Agenda item 18

Correspondence

The following correspondence has been received since the last meeting:

Date	Detail	Action if any
14 th April	NCC – Car Parking Consultation on changing the all day stay to a maximum of 4 hours for the large car park on Greenwell Road	Recommendation from Planning Committee to be discussed and a response agreed.
17 th April	Request for litter bin near to children's play area at Cawledge View	To agree to the request
20 th April	CAB – Changes in Northumberland	Available on request
29 th April	Road Closure on U3125 St James Estate 8th June – 8th August but likely to be only 8th -13th June	To Note

Recommendation: That the correspondence received be noted.

Agenda item 19

Financial Matters –a) Payments

The following invoices have been received for payment (as at 8th May); this list will be updated at the meeting, if necessary.

PAYEE	TOTAL PAYABLE	VAT ELEMENT	DESCRIPTION
HMRC	£2612.83	£0	Tax/NI payment for April
Wages Account	£5000	£0	
Town & Country Tree Surgeons Ltd	£2,328	£388	Phase one of Tree Works at Cemetery
NALC	£1044.34	£0	Subscription
W R Batey	£426.38	£71.06	Printer Cartridges
W.R.Batey	£138.65	£23.11	Stationary (£124.84 Viking Direct and £13.81 Wages Book)
CBS World	£10.02	£1.67	Lever Arch Files
H2Flow	£270	£45	Boiler Service and repair
AFS Country Store	£80.78	£3.05	Supplies
James McLean :Ltd	£28.20	£4.70	Generator Hire
Chubb Fire & Security	£85.79	£14.30	Annual Service
NCC	£150	£0	Fenkle Street Rent April/May
C Bowden	£170	£0	Bin Store for Cemetery
npower (14/15 budget)	£141.88	£6.76	Cemetery Chapel (paid 6 th May)
Frank Flannigan Skip Hire	£282	£47	Skip Hire Ratten Row
Magna Carta Barons Assn.	£25.56	£0	Merchandise
TOTAL	£12,794.43	£804.65	

The following payments are now paid by direct debit and are reported for information			
BT	£24.34	£4.05	Phone Bill Fenkle Street Paid 26 th April
BT	£72.55	£12.08	Phone Bills Cemetery & Cemetery Lodge Paid 28 th April
npower	£117.71 £75.74	£5.61 £3.61	Robertson's Fountain Paid 20 th April Cemetery Store Paid 23 rd April (14/15 budget) and

The following agreed payment is also due:

Mayor (as elected)	£1,000	Annual Mayoral Allowance
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Recommendation: To approve and authorise the above payment amounting to £13,794.43 and to note the direct debit payments of £290.34.

b) Replacement Cheque

In October 2014, the Council agreed a grant payment of £1350 to the Alnwick International Music Festival, This Cheque has never been cashed and has been lost. A replacement cheque has been requested.

Recommendation to issue a replacement cheque for £1350 to the Alnwick International Music Festival.