



Room 5, 27 Fenkle Street, Alnwick
Northumberland NE66 1HW

Your Ref:

Our Ref: FC/4/2016

Dear Councillor

Clerk to Council

Bill Batey

Tel: 01665 714922

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8th April 2016

The next meeting of the Council will be held on **Thursday 14th April 2016** in St James Church Rooms Pottergate 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. Minutes of the Last meeting – 10th February 2016
5. Matters Arising
6. Mayor's Report
7. Minutes of the Committees
 - a) Planning Committee Meeting (10th March 2016)
 - b) Cemetery Committee Meeting (17th March 2016)
 - c) Recreation & Amenities Committee Meeting (24th March 2016)
8. Council Vacancies
9. Correspondence
10. Constitution Review
11. Draft dates for meetings 2016/17
12. Annual Audit arrangements
13. Safe Routes to the new High School – recommendations from the Sustainable Transport Working Group
14. Feedback from outside organisations:
 - a) Alnwick & District Neighbourhood Plan
15. Financial Matters – a) Payments and b) Investments
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 6 Mayor's Report

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

Agenda item 8 Council Vacancies

Councillors are aware that Rachael Roberts and David Farrar have resigned from the Council as they are moving away from the area. Notice of the Vacancies had been displayed and electors had until 5th April, if they wished, to approach Northumberland County Council to request the vacancy be filled by an election. No request was made so the Town Council can now fill the vacancies by co-option. One vacancy is in the Clayport Ward and the other is in Castle Ward. Both positions run until the next full Council elections in May 2017.

Previously Councillors have favoured a co-option procedure in which interested individuals submit in writing why they would like to become a councillor, councillors have also indicated a desire to try to meet candidates prior to making a decision. It is therefore suggested that the vacancies be advertised with a deadline of Friday 6th May for letters of interest. Candidates will then be invited to meet councillors informally on Thursday 12th May at 6.45pm (prior to the Annual Meeting at 7.15pm) and subject to the agreement of the Planning Committee which would need to ensure its business was completed by 6.45pm. The co-option decisions would then be taken in the private part of the agenda at the Annual Meeting. This would enable the successful candidates to participate in Council business from the Annual Meeting.

Recommendation: Councillors agree the co-option process to fill the two vacancies.

Agenda item 9 Correspondence

The following correspondence has been received since the last meeting:

Date	Detail	Action if any
11 th March	Northumberland Estates – notification of start of construction of the phase 2 Distributor Road, Greensfield. Due to be completed end of August	To Note
April	Members of the Public- Request for dog bins a) near Greensfield Farm and b) on the Battlements/Rugley Road. Damage to Dog Bin at footbath on Hope House Lane	New Locations agreed with NCC and damaged bin to be replaced
3 rd April	Jonathan Park – request for Town Council to include new planting proposals at rear at Greenwell Lane in our watering contract with NCC	Clerk investigating cost
6 th April	Citizens Advice Northumberland – DAWN Advice CAB in Morpeth now part of Northumbrian CAB	To Note
7 th April	NALC - enews	To circulate to Councillors

Recommendation: That the correspondence received be considered.

Agenda item 10**Consultation Review**

A Constitution Working Group meeting took place in February and a number of issues considered, these are outlined in the Table below, together with recommendations.

No.	Issue	Recommendation
1.	<p>Should Planning Committee be on a separate night, given the length of the planning agenda/discussion? On occasions discussion has had to be curtailed because of the Council meeting at 7.15pm. Planning followed by full Council can be a long night.</p>	<p>To be considered by the Planning Committee prior to the Council meeting and a recommendation made.</p>
2.	<p>In the constitution there is a requirement to have the Mayor or Deputy Mayor on the following committees: Finance, Cemetery, and Finance & Policy. This was initially included to add weight to the Committee membership. Planning Committee was not included initially. Should we stay with what we have, remove the requirement or enhance the requirement by adding Planning Committee.</p>	<p>Councillors views required</p>
3.	<p>On occasions there may be a need to have a Staffing Sub Committee</p>	<p>The existing scheme of delegation would enable the Finance and Policy Committee to convene a Staffing Sub Committee if required.</p>
4.	<p>Clarify the quorum number for each committee</p>	<p>This will be added to the Council Structure Table. Based upon current Committee membership this is 3 councillors for all the committees and 6 councillors for the full council.</p>
5.	<p>Update the Code of Conduct legislation referred to in section 13 (b).</p>	<p>Amend to include reference to section 27 of the Localism Act 2011</p>
6.	<p>Filming/recording of Council meetings – Section 7 (m) says it is not permitted without prior consent The ability of the public to record Parish and Town Council meetings is now law. The Openness of Local Government Bodies</p>	<p>Section 7 (m) wording to be amended to reflect legislation</p>

	Regulations 2014 came into force as of 6 August 2014. Councils and other local government bodies are required to allow any member of the public to take photographs, film and audio-record the proceedings, and report on all public meetings. This does not apply to private agenda items. No prior permission is required to carry out this activity. The rules require local government bodies only to provide reasonable facilities for any member of the public to report on meetings.	
7.	Councillor Allowances – currently only the Mayor receives an allowance. This should be kept under review	To keep under review

Recommendation: To agree changes to the constitution with effect from the Annual Meeting of the Council in May.

Agenda item 11

Draft Dates for Full Council and Committee meetings 2016-2017

A draft list of Council and Committee dates has been circulated with the agenda for consideration and then approval at the Annual Meeting of the Council.

Recommendation: That the proposed meeting dates be considered and finalised and then go forward to the Annual meeting for approval

Agenda item 12

Annual Audit arrangements

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

Make accounts available to public	13th June to 22 July 2016
Submission of Annual Return	By 27 th June 2016
Completion of Audit	By 30 th September 2016

The annual return and final accounts will be presented to the Council on 12th 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.

As the Council has income and expenditure greater than £200,000 an interim review is required and an interim review questionnaire will need to be completed.

Recommendation: To note the Annual Audit timetable

Agenda item 13

Safe routes to the new High School – recommendations from the Sustainable Transport Working Group.

The Sustainable Transport Working Group has produced a report which makes recommendation regarding safe routes to the new High School, this report will be circulated prior to the meeting

and will be considered by the Planning, Highways and Transport Committee meeting earlier in the evening.

Recommendation: To agree the report and submit it to Alnwick County Councillors and appropriate County Officers for consideration and implementation.

Agenda item 14

Feedback from outside bodies

The Clerk will give an update on the progress with the Alnwick & Denwick Neighbourhood Plan following the receipt of the Examiners report and the progress being made towards a likely referendum in July 2016.

Recommendation: To receive the update

Agenda item 15

Financial Matters – a) Payments

The following invoices have been received for payment (as at 10th April); this list will be updated at the meeting, if necessary.

PAYEE	TOTAL	VAT	DETAIL
2015/16 Budget			
HMRC	£3,067.48	0	Tax/NI March – Paid 31/3
AJ Yearnshire	£169.85	£28.30	New Ext Tap – cemetery Paid 21/3
Glasdon	£4,481.30	£746.88	4 new seats & 3 new litter bins
Town & Country Tree Surgeons Ltd	£816	£136	Tree Works Cemetery
J Pibworth	£87.73	£14.62	Root Barrier and Dongle for Cemetery computer
St James Church Rooms	£225	0	Room Bookings Jan - March
St James Church Rooms	£20	0	Room Booking 25 th Feb
Thomas Sherriff & Co Ltd	£53.89	£8.98	Mower Blade
Thomas Sherriff & Co Ltd	£602.68	£100.45	Tractor Repairs & service
Sportsworld (NE) Ltd	£4.80	£0.80	Printing on Hi Viz Jackets
James McLean Ltd	£176.38	£29.40	Hi Viz Jackets and Tools
NPD	£1,008	£168	Alnwick Leaflet distribution 2016
2016/17 Budget			
Wages	£6,000	£0	Transfer to Wages Account
Max Recycle	£1,145.71	£190.95	Cemetery Trade waste contract
Institute of Cem. and Crem Management	£90	£0	Annual Membership
NCC	£392.04	£0	NNDR Cemetery Chapel
NCC	£290.40	£0	NNDR Fenkle Street
NCC	£2,662	£0	NNDR Cemetery
W R Batey	£492.60	£82.10	Printer Cartridges
TOTAL	£21,785.86	£1,506.48	

In addition, the Recreation and Amenities Committee agreed to progress the 'Your Welcome Scheme' for public conveniences at the following establishments. Costa, The Queens Head and the Blue Bell (The Alnwick Gate). Under the agreements they will need to receive payments for £250 for the first half of 2016/17.

The following payments are now paid by direct debit and are reported for information		
BT	£44.84	Cemetery (paid 29 th March)
npower	£164.06	Town Hall clock & Robertson's fountain
BT	£27.49	Fenkle Street (paid 21 st March)
Northumbrian water	£799.77	Water supply Allotments, Robertson's Fountain and Cemetery (2 bills)

Recommendation: To approve and authorise the above payments amounting to £22,535.86 to note the direct debit payments of £1,036.16.

b) Investments

The Council has a 1 year Time Deposit with Santander which matured on 26th March 2016. Following discussion with the Chairman of the Finance and Policy Committee this was reinvested for a further 12 months attracting 1% interest.

Recommendation: To endorse the investment decision.