



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

Your Ref:

Our Ref: FC/2/2017

Dear Councillor

Clerk to Council

Bill Batey

Tel: 01665 714922

Mobile: 07971 810267

3rd June 2016

The next meeting of the Council will be held on **Thursday 9th June 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. Mayor's Report
5. Minutes of the Last meeting (12th May 2016)
6. Matters Arising
7. Update on CCTV upgrade
8. Neighbourhood Plan – NCC consideration of independent examiners report
9. Annual Return – 2015/16 Annual Governance Statement
10. Annual Return - 2015/16 Accounts and Accounting Statement
11. Council pension scheme
12. Minutes of the Committees
 - a) Planning Committee Meeting (12th May 2016)
 - b) Cemetery Committee (18th May 2016)
Minute 16/05 - Recommendation regarding natural burial area fees
 - c) Recreation & Amenities Committee Meeting (26th May 2016)
13. Correspondence
14. Financial Matters – a) Payments b) Local Government pay award
15. Any Other Urgent Business

PRIVATE AGENDA ITEM

1. Approval of the private minute from the last meeting (12th May 2016)

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**

The Mayor will give his monthly report. He will also update on discussions with the local Royal British Legion about the commemoration of the 100th anniversary of the Battle of the Somme on the 1st July 2016.

Agenda item 7**Update on CCTV upgrade**

The Clerk will update the Council on progress to install a new town CCTV system. £15,000 was included in the 2016/17 budget for this work.

Agenda item 8**Neighbourhood Plan**

The Clerk will update the Council on the County Council's consideration of the Independent Examiners report and hopefully the timetable for the plan progression to the referendum stage.

Recommendation: to receive the progress report.

Agenda item 9**Annual Return – 2015/16 Annual Governance Statement**

The Council is required to approve the annual governance statement prior to the approval of the annual accounting statement. The draft document will be circulated to councillors prior to the meeting.

Recommendation: to approve the 2015/16 annual governance statement

Agenda item 10**Annual Return - 2015/16 Accounts and Accounting Statement**

Draft 2015/16 accounts were tabled and approved at the last meeting. The clerk will circulate the final version together with the bank reconciliation and balance sheet. Once approved, the Accounts will be made available to the public for examination after the meeting and until July 22nd. The Council must approve the Annual Return including the Annual Accounting Statement and submit this to the external auditor before the 27th June. The Internal Auditor has completed his work and has not raised any significant issues. He has confirmed that all internal control objectives have been met and has made a small number of recommendations which will be considered by the next meeting of the Finance and Policy Committee (16th June). A satisfactory external audit of the Mechanics Institute Accounts has also been completed.

Recommendation: to approve the final accounts and 2015/16 accounting statement.

Agenda item 11**Council pension scheme**

In line with national legislation the Council is required to auto enrol its staff in a workplace pension scheme by 1st August 2016. This has been considered by the Finance and Policy Committee and their recommendation is to use the Governments NEST scheme (National Employment Savings Trust). This scheme was set up by the Government for employers for

the auto enrolment process. Under current arrangements, the Council makes a 6.6% of salary contribution to the Clerk and Assistant to the Clerk, into a pension of their choice. From 1st August all our employers will need to be enrolled into a workplace pension scheme. It is recommended that the Council contribution for staff is 6.6% of salary.

Recommendation: That the Council workplace pension scheme be the NEST scheme, the Council contribution be 6.6% of salary and arrangements put in place for staff prior to auto enrolment will continue if required.

Agenda item 13

Correspondence

The following correspondence has been received since the last meeting:

Date	Detail	Action if any
17 th May	NALC enews	Available from the clerk on request
17 th May	NCC – refurbishment of Hadwins Close masonry arch bridge (likely June)	To Note
17 th May	Northumberland CVA – Assemble News	Available from the clerk on request
31 st May	NALC enews	Available from the clerk on request
1 st June	CAN -enews	Available from the clerk on request

Recommendation: That the correspondence received be noted

Agenda item 14

Financial Matters – a) Payments

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

PAYEE	TOTAL	VAT	DETAIL
HMRC	£3,232.14	£0	Tax/NI April 2016
Wages	£6,000	£0	Transfer to Wages Account
NCC	£24	£4	Room Hire
Zurich Municipal	£5,314.84	£0	Annual Insurance Premium
Rix Petroleum North East	£447.83	£21.33	Gas Oil
R Turnbull & Sons	£178.50	£0	Buffet – Town Twinning visit
NALC	£1,119.82	£0	Annual Subscription
NCC	£900	£0	Fenkle Street rent May – Nov 16
Chubb	£87.53	£14.59	Fire Extinguisher Annual Contract
J A Ainsworth	£400	£0	Internal Audit Fee
W R Batey	£790.25	£130.80	£90.29 Refreshments – Town Twinning visit and £699.96 (new office printer and cartridges)
Helen Stuart Arts	£32.50	£0	Framed Print – Town Twinning gift
St James Church Centre	£96	£0	Civic Awards Room Booking
TOTAL	£18,623.41	£170.72	

In addition,

- a) The Recreation and Amenities Committee approved a grant payment of £400 to Local Living for the Taste North Food Festival.
- b) A refund payment of £845 is required to a local resident for burial fees in 2015/16. Both the family and undertaker both paid the burial fees separately.

The following payments are now paid by direct debit and are reported for information
--

BT	£76.80	£12.80	Fenkle Street Office Broadband (paid 31 st May)
BT	£44.52	£7.42	Cemetery Office (paid 26 th May)
BT	£31.21	£5.20	Fenkle Street (paid May)

Recommendation: To approve and authorise the above payments amounting to £19,868.41 and to note the direct debit payments of £153.53

b) **Local Government pay award.** The NJC Local Government pay award for 2016/17 and 2017/18 has recently been agreed and is a 1% salary increase each year. The Council has previously agreed to link its staff salaries to the national awards. Budget provision was made for a 1% increase in 2016/17.

Recommendation: To apply the 2016/17 Local Government Pay award to staff salaries with effect from 1st April 2016.