



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

Your Ref:

Our Ref: FC/02/2017

Clerk to Council

Bill Batey

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Dear Councillor

3<sup>rd</sup> March 2017

The next meeting of the Council will be held on **Thursday 9<sup>th</sup> March 2017** 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. Alnwick Broadband provision update - Simon Roberson, Regional Partnership Director BT
5. Update presentation regarding the merger of GP practices in Alnwick
6. Approve Minutes of the Last Meeting (9<sup>th</sup> February 2017)
7. Matters Arising
8. Mayor's Report
9. Neighbourhood Plan Referendum and Community Action Plan Priorities
10. Risk Management Register
11. Asset Register
12. Health & Safety Policy Statement
13. Council Investment Strategy and Investments
14. Minutes of the Committees
  - a) Planning, Highways & Transport Committee Meeting (9<sup>th</sup> February 2017)
  - b) Finance & Policy Committee Meeting (16<sup>th</sup> February 2017)
15. Correspondence
16. Financial Matters – Payments
17. Any Other Urgent Business

### In Private

1. Approve Private Minute of the Finance & Policy Committee (16<sup>th</sup> February 2017)
2. To consider a funding request from Gallery Youth
3. To consider a loan request from Alnwick Town Junior FC

**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 8  
Mayor's Report**

An update on the mayor's diary will be given at the meeting.

**Agenda item 9****Neighbourhood Plan Referendum and Community Action Plan Priorities**

Since the last meeting, the County Council has confirmed that the earliest practical date for the referendum is 15<sup>th</sup> June 2017. Whilst this is later than we would have anticipated, it does give a good lead-in time to raise public awareness of the plan and the referendum.

Following the last meeting, Councillors have been given an opportunity to consider the Town Council's 2017/18 priorities within the Community Action Plan (CAP). These relate both to issues which the Council is expected to lead on and others which are led by other organisations but with the Town Council and (sometimes others) as partners. A paper will be presented by the Project and Funding Officer which will outline a summary of the views of councillors and a suggested way forward.

**Recommendation: To note the Neighbourhood Plan update and to approve the 2017/18 Community Action Plan priorities.**

**Agenda item 10****Risk Management Register**

The Finance and Policy Committee considered the Risk Management register at their February meeting. Following the discussion, amendments were made and the document is now presented to Council for approval. Updates from the previous year are in red and the right-hand column has the proposed new actions.

**Recommendation: to approve the Risk Management Register**

**Agenda item 11****Asset Register**

The Council's asset register is presented to Council for approval. The register follows the format from previous years and was last considered by the Council in March 2016. Assets added during 2016/17 are highlighted.

**Recommendation: to approve the updated Asset Register**

**Agenda item 12****Health & Safety Policy Statement**

In the Risk Register it was agreed that the Council would approve a Health & Safety Policy Statement. This document is has been circulated with the agenda and it sets out the overall responsibilities in relation to Health & Safety.

**Recommendation: to approve the Health and Safety Policy Statement.**

**Agenda item 13****Council Investment Strategy and Investments**

In December 2015, the Council approved a new Investment Strategy. A copy of the strategy will be circulated. The strategy is still relatively new and having reviewed it, officers feel that it remains sound.

It was previously agreed to invest £16k with Rathbone Ethical Bonds, this is still to be actioned, but will be done shortly.

In the next month, the Council's two year investment bond with Lloyds (£99,229 plus interest) will be maturing, as will the 1 year Bond with Santander (£51,896.18 plus interest). As yet, we have not been advised of new interest rates. It is recommended that delegated power be given to the Clerk, in consultation with the Mayor and Chair of Finance & Policy to reinvest with the same organisations.

**Recommendation: The Council continues with its Investment Strategy and gives delegated power to the Clerk, in consultation with the Mayor and Chair of the Finance & Policy Committee to reinvest the Lloyds and Santander Investment Bonds with those organisations.**

**Agenda item 15****Correspondence**

The following correspondence has been received since the last meeting:

<b>Date</b>	<b>Detail</b>	<b>Action if any</b>
9 <sup>th</sup> Feb	NCC- details of Planning Enforcement	Circulated to Councillors
16 <sup>th</sup> Feb	NCC – Willougby's Bank Bus Stop	Referred to Planning Committee
23 <sup>rd</sup> Feb	NCC – Oaks Roundabout proposed Zebra Crossing	Referred to Planning Committee
27 <sup>th</sup> Feb	Wildlife Trust – details of events	Available from the clerk on request
28 <sup>th</sup> Feb	CAN Enews	Available from the clerk on request
24 <sup>th</sup> Feb	NCC – Nomination information for councillors	Circulated to Councillors
24 <sup>th</sup> Feb	Local resident - Parking and access issues at Park View	Referred to Planning Committee
1 <sup>st</sup> March	NALC enews	Circulated to Councillors

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

**Agenda item 16****Financial Matters - Payments**

The following payments are due (as at 3<sup>rd</sup> March); this list will be updated at the meeting, if necessary.

<b>PAYEE</b>	<b>TOTAL PAYABLE</b>	<b>VAT ELEMENT</b>	<b>DESCRIPTION</b>
HMRC	£3,364.66	0	Tax/NI February
Wages Account	£6,000	0	
Diamond Business Services	£59.40	£9.90	Photocopier Contract (Quarterly)

Rix Petroleum	£580.13	£27.63	Diesel Oil (cemetery)
Greenlay(Grass Machinery) Ltd	£772.92	£128.82	Repair/service sidearm Flail
Greenlay(Grass Machinery) Ltd	£912.12	£152.02	Tractor service and repairs
Local Living	£612.50	0	Willowburn unit rental
WR Batey	£13.20	0	Postage
NFU Mutual	£1,092.49	0	Employer Pension Contribution, W R Batey Oct - March
Standard Life	£435.88	0	Employer Pension Contribution – J Pibworth Oct - March
<b>TOTAL</b>	<b>£13,843.30</b>	<b>£318.37</b>	

The following two grants were approved by the Finance and Policy Committee on 16th February 2017 for payment:

Organisation	Grant Award
Alnwick Triathlon Club	£100
Alnwick Gymnastics Club	£250

The following payments are now paid by direct debit and are reported for information			
BT	£55.99	£9.33	Phone Bill Cemetery paid 27/2
BT	£32.64	£5.44	Phone Bill Fenkle Street paid 21/2
BT	£84.00	£14.00	Internet Fenkle Street paid 1/3
NEST	£540.74	£0	Employer pension scheme contributions for Feb

\*LGA 1972 s137 Expenditure (Total £0.00)

**Recommendation: To approve and authorise the above payments amounting to £14,193.30 and to note the direct debit payments of £713.37.**