



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

Your Ref:

Our Ref: FC/1/2017

Dear Councillor

Clerk to Council

Bill Batey

Tel: 01665 714922

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11th May 2017

The Annual Meeting of the Council will be held on **Thursday 11th May 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. Minutes silence in memory of Councillor Shelia Mavin
2. Questions from the Public
3. Apologies
4. Declarations of Interest
5. Election of the Mayor
6. Election of the Deputy Mayor
7. Lindisfarne School Site Proposals
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 Last meeting (13th April 2017)
13. Matters Arising
14. Business Forum Meeting proposals
15. Tour Of Britain
16. Draft 2016/17 Accounts
17. Minutes of the Committees
 - a) Planning Committee Meeting (13th April 2017)
18. Correspondence
19. Financial Matters – a) Payments and b) Bank Account and Deed Box Authorised Signatories and c) Investment
20. Any Other Urgent Business

PRIVATE AGENDA ITEM

1. Private Minutes of Last Meeting (13th April 2017)
2. Co-option of new councillors – consideration of applications

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 5**Election of Mayor**

One nomination was received, this was for Alan Symmonds

Recommendation: That Councillor Alan Symmonds be elected as Mayor.

Agenda item 6**Election of Deputy Mayor**

One nomination was received, this was for George Mavin

Recommendation: That Councillor George Mavin be elected as Deputy Mayor.

Agenda Item 7**Lindisfarne School Site Proposals**

Mr Andrew Clark, Surveyor from the Strategic Estates Department, Northumberland County Council will attend the meeting to outline the proposals to councillors and answer questions.

Agenda item 8**Committee Appointments**

The proposed committee membership will be tabled at the meeting; this takes into account the preferences of councillors. It will be necessary to appoint the members of the Finance & Policy Committee after the appointment of chairs and vice chairs of the other committees (agenda item 7).

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 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 agreed.

Agenda item 11**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**Business Forum proposed meeting**

The Project and Funding Officer will outline the details of the next Business Forum meeting. Which will be held on Tuesday 23rd May 2017, at the St. James Church Centre, Pottergate.

Agenda item 15**Tour of Britain**

The Tour of Britain cycle race will be passing through Alnwick on Monday 4th September. An information sheet has been sent out with the agenda. In 2015, Councillors earmarked a budget of up to £1500 to support the occasion. (this was used to erect the town bunting, a shop window display competition and a photography competition). A total of £1020 was spent. It is recommended a similar budget provision is made (up to £1500) and the Recreation & Amenities Committee determine how the Town Council should support the event.

Agenda Item 16**Draft 2016/17 accounts**

The Clerk will table the draft 2017/18 accounts for approval.

From the 2016/17 budgets a number of specific expenditure items/projects were not completed during the year, it is therefore recommended that these are carried forward into 2017/18 and the budgets adjusted accordingly.

These items are listed below:

Cemetery Committee

Building Repairs – Pointing	£4,000
New Area	£6,000
Grounds Maintenance/Tree Works	£3,000
New Tractor	£10,000

Finance and Policy Committee

Neighbourhood Plan	£1,300
Town Team - Contribution to scheme	£500
CCTV	£22,000
Office Accommodation	£6,500
New Bus Shelters	£10,000

Recreation and Amenities Committee

WW1 Trees/rose bed project	£500
Communication Project	£4,000
Allotment Water Supply Ratten Row	£2,000
Play Area Replacements	£10,500
Peter's Mill Bridge Project	£500
Hotspur Statue	£500
Flag pole Project	£700

Recommendation: That the Draft Accounts be approved and the carry over expenditure into 2017/18 be agreed.

Agenda item 18**Correspondence**

The following correspondence has been received since the last meeting:

Date	Detail	Action if any
April 20 th	NCC – 28 th May is Northumberland Day	To note
April 24/25/28	NALC - enews	To note
April 24 th	Tour of Britain information	On agenda
April 26 th	NCC – Core strategy submitted for examination	To note
April 28 th	CAN - enews	To circulate
May 3 rd	Alnwick Spring Show – Letter of thanks for funding	To note

Recommendation: That the correspondence received be considered.

Agenda item 19

Financial Matters – a) Payments

The following invoices have been received for payment (as at 6th May); this list will be updated at the meeting, if necessary.

PAYEE	TOTAL	VAT	DETAIL
Wages	£7,000	£0	Transfer to Wages Account
James McLean Ltd	£1,383	£230.83	Allotment works & tools (paid 20/4) (16/17 expenditure)
NCC	£311.02	£0	NNDR Fenkle Street (paid 26/4)
NCC	£419.87	£0	NNDR Cemetery Chapel (paid 26/4)
T Kirton	£10.50	£0	Postage
NALC	£1,153.76	£0	Subscription
Max Recycle	£60	£10	Closure of contract
W R Batey	£55	£0	Postage
TOTAL	£10,393.15	£240.83	

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

BT	£34.45	£5.74	Fenkle Street Office (paid 21 st April)
BT	£52.32	£8.72	Cemetery Office (paid 26 th April)
NEST	£502.78	£0	Pension payments April 2017

Recommendation: To approve and authorise the above payments amounting to £10,393.15 and to note the direct debit payments of £589.55

- b) **Bank Account and Deed Box Authorised Signatories.** Following the various appointments at this meeting it may be necessary to amend the authorised signatories for various Council Bank accounts and the Bank Deed Storage Box

	Current and Recommended Signatories
Main Council Account (2 signatures required)	Cllrs, Grisdale, Symmonds, S Allcroft, Patience and Moore Recommend Replace K Moore with Councillor J Humphries
Wages Account (1 signature required)	Clls Grisdale, Symmonds, S Allcroft, Patience
Mechanics Institute (2 signatures required)	Clls Grisdale, Symmonds and Harrington
Deed Storage (1 signature required)	Clls Grisdale, Town Clerk and Councillor Symmonds.

Recommendation: To confirm the above authorised signatories

c) Investment

The Council had a 2 year Fixed Term Deposit with Lloyds which matured at the end of April 2017 (amount on maturity £101,517.52). Following discussion with the Mayor this was reinvested for a further 12 months on 2nd May, attracting 0.8% interest, (£812.14).

Recommendation: To endorse the investment decision.

IN PRIVATE**Agenda items****Private Minutes of Last Meeting (13th April 2017)****Co-option of new councillors – consideration of applications**

Recommendation: That pursuant to Section 100A (4) of the Local Government Act 1972, the public be excluded from the meeting during consideration of this item of business, on the grounds that if members of the public were present during the discussion of these items there would be disclosure to them of exempt information as defined in Section 100 1 and paragraphs 1 and 2 of Part 1 of Schedule 12A of the Act.