



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

Your Ref:

Our Ref: FC/5/2017

Dear Councillor

Clerk to Council

Bill Batey

Tel: 01665 714922

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2nd June 2017

The next Meeting of the Council will be held on **Thursday 8<sup>th</sup> June 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. Update from Alnwick Police – Sgt Sharon Wilmore-Greaves
5. Mayor's Report
6. Minutes of the Last Meeting (11<sup>th</sup> May 2017)
7. Matters Arising
8. Annual Return – 2016/17 Annual Governance Statement
9. Annual Return - 2016/17 Accounts and Accounting Statement
10. Committee Appointments
11. Outside Body Appointments
12. Updates on a) Neighbourhood Plan, b) Town Team, and c) Recent business networking event
13. Minutes of the Committees
  - a) Cemetery Committee (18<sup>th</sup> May 2017)
  - b) Recreation & Amenities Committee (25<sup>th</sup> May 2017)
14. Correspondence
15. Financial Matters – a) Payments
16. Any Other Urgent Business

### PRIVATE AGENDA ITEM

1. Approval of the private minute from the last meeting (11<sup>th</sup> May 2017)

**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****Update from Alnwick Police – Sgt Sharon Wilmore-Greaves**

An update will be given on Police operational structures and issues affecting Alnwick.

**Agenda item 8****Annual Return – 2016/17 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 2016/17 annual governance statement**

**Agenda item 9****Annual Return - 2016/17 Accounts and Accounting Statement**

Draft 2016/17 accounts were tabled and approved at the last meeting. The clerk will circulate the final version. Once approved, the Accounts will be made available to the public for examination after the meeting and until July 21<sup>st</sup>. The Council must approve the Annual Return including the Annual Accounting Statement and submit this to the external auditor before the 26<sup>th</sup> June. The Internal Auditor will shortly complete his work and the outcome will be reported.

**Recommendation: to approve the final accounts and 2016/17 accounting statement.**

**Agenda item 10****Committee Appointments**

A revised committee membership will be tabled at the meeting to take account of the recent co-option of 5 new councillors.

**Recommendation: That the revised Committee membership be approved.**

**Agenda item 11****Appointments to Outside Bodies**

A revised schedule of the outside bodies will be tabled at the meeting to take account of the recent co-option of 5 new councillors.

**Recommendation: That the revised outside body appointments are agreed.**

**Agenda item 14****Correspondence**

The following correspondence has been received since the last meeting:

<b>Date</b>	<b>Detail</b>	<b>Action if any</b>
16 <sup>th</sup> /24 <sup>th</sup> /30 <sup>th</sup> May	NALC –E news	Circulated
24 <sup>th</sup> May	CAN E news	Circulated
18 <sup>th</sup> May	NCC – Road Surfacing & Traffic Calming Allerburn Lea	Referred to Planning Committee
25 <sup>th</sup> May	NCC – Core Strategy appointment of Inspector	To Note

28 <sup>th</sup> May	Northumbria Police – Young Drivers Event 12 <sup>th</sup> June	To Note
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**Recommendation: That the correspondence received be considered.**

### Agenda item 15

#### Financial Matters – a) Payments

The following invoices have been received for payment (as at 2<sup>nd</sup> June); this list will be updated at the meeting, if necessary.

PAYEE	TOTAL	VAT	DETAIL
Wages	£7,000	£0	Transfer to Wages Account
Chubb Fire & Rescue	£183.77	£30.63	Fire Equipment cemetery – contract
R Turnbull & Sons	£108*	£18	Food - Business event
C Bowden	£500	£0	Repairs to Roberson's Pant
Bill Grisdale Design	£155.39	£0	Neighbourhood Plan publicity material
Alnwick Paint & Glass	£122.89	£20.49	Paint and painting materials
O'Brien Waste	£82.56	£13.76	Cemetery Trade Waste -May
Petty Cash	£80	£13.32	Fuel - Van
James McLean Ltd	£181.67	£30.28	Strimmer repair and tools
St James's Church Centre	£66*	£0	Room Booking – Civic Awards
Grannies	£57*	£0	Food – Civic Awards
Fife Plant Hire	£169.80	£28.30	Sand/Cement - cemetery
W R Batey	£223.85 (*£123.98)	£41.12	Certificate Frames (£68.68), Refreshments Civic Awards/Business event (£55.30), Painting Materials (£99.87)
Local Living	£612.50	£0	Rent – Willowburn unit – April-June
Azure Printing	£468.42	£3.64	Neighbourhood Plan publicity material
NCC	£900	0	Office rent – May – Nov 17
<b>TOTAL</b>	<b>£10,911.85</b>	<b>£199.54</b>	

\* Indicates LGA 1972 s137 Expenditure (Total £354.98)

The Town Council has agreed a grant of £400 to the Taste of The North Festival which runs on 24<sup>th</sup>/25<sup>th</sup> June 2017. It is recommended that this grant is paid.

The following payments are now paid by direct debit and are reported for information			
BT	£34.96	£5.83	Fenkle Street Office (paid 22 <sup>nd</sup> May)
BT	£84	£14	Fenkle Street Broadband Qrt 1
BT	£55.91	£9.32	Cemetery Office (paid 27 <sup>th</sup> May)
NEST	£555.12	£0	Pension payments May 2017

**Recommendation: To approve and authorise the above payments amounting to £11,311.85 and to note the direct debit payments of £729.99**

### IN PRIVATE

#### Approval of the private minute from the last meeting (11<sup>th</sup> May 2017)

**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.