



**Minutes of the Finance & Policy Committee meeting held on
Thursday 17th August 2017
at the St James's Church Centre, Pottergate, Alnwick at 7.00pm**

Present: Councillors S Allcroft (Chair), W Gridsdale, J Humphries, G Mavin, S Patience, M Swinbank and A Symmonds.

In attendance: W Batey, Chief Officer and Town Clerk; J Pibworth, Assistant to the Town Clerk; T Kirton, Project & Funding Officer.

FP 17/10 Apologies
Councillors Castle.

FP 17/11 Declarations of Interest
None.

FP 17/12 Matters Arising not on the agenda
Councillor Mavin asked if any progress had been made regarding the civic flagpole. The Town Clerk advised that he was waiting for a discussion with Mark Ketley.

FP 17/13 Budget update 2017/18
The Town Clerk went through the circulated budget as at 14th August 2017 reminding councillors that the text in red was the 2016/17 carried forward which had been added to the 2017/18 budget.

He highlighted the following lines of expenditure:

INSURANCE - £6,219.32 paid for annual insurance. This figure will be separated for Mechanics Institute and council van.

NEIGHBOURHOOD PLAN – Some expenditure for 2016/17 which had been paid in 2017/18.

GRANTS - £1,000 paid (NTC £500 and Mental Health project £500).

OFFICE ACCOMMODATION - £1,446.10 expenditure (£115.07 for 4 months phone bills, £70 quarter 1 Broadband, £900 rent from May to Nov £311.53 for water rates and £49.50 copier charges)

N PLAN COMMUNITY ACTION PROPOSALS/OTHER COUNCIL PRIORITIES - £9,280.05 expenditure for new bus shelters.

CCTV - £10.50 expenditure for postage. Invoice for new system due shortly.

COUNCIL VAN - £326.67 expenditure (fuel £86.67 and road tax £240). This will have the figure for insurance added to it.

Councillor Humphries asked if there had been a choice of where the bus shelters had been purchased from. The Town Clerk advised that NCC had given details of two suppliers and Queensbury had been the cheaper of the quotes received). He explained that the expenditure was for the purchase of the bus shelters only as NCC had installed them. The Project & Funding Officer advised that toughened glass had been purchased for the shelters as an additional cost.

Councillor Mavin asked if any progress had been made regarding new office accommodation. The Town Clerk advised that there was no progress to report but Councillor Castle was still discussing options with NCC.

Councillor Symmonds asked if the bus shelters could have the Town Council logo put on them the same as the council van. The Town Clerk advised that a vinyl

sticker could be added similar to the new signs for the new CCTV system stating that they are provided and maintained by Alnwick Town Council.

RESOLVED: To accept the budget update.

FP 17/14 Insurance issues

The Town Clerk explained that he had spoken to Zurich Insurance about adding Robertson's Pant to the Town Council's insurance policy. He advised that Zurich had suggested that a valuation be undertaken and that this would need to be paid for. He explained that during archiving some correspondence had been found suggesting that the Town Council may also be responsible for St Michael's Pant which he would check with the Freeman of Alnwick.

He advised that he had added the two new bus shelters and the CCTV system to the policy for which there had been no additional cost.

RESOLVED: To note the update.

FP 17/15 Town Twinning

The Assistant to the Town Clerk reported that she had up to date figures for flights and hotels for the visit in October.

For two people visiting for three nights the costs would be:

Flights £613; Hotel £624; Taxi fares £100 (Time Kommune Council may collect)

TOTAL COST £1,337

For three people visiting for two nights the costs would be:

Flights £920; Hotel £624; Taxi fares £100 (Time Kommune Council may collect)

TOTAL COST £1,644

The Town Clerk advised that he was awaiting a reply from Councillor Westendarp with regard to his preference for a 2 or 3 night stay. The allocated budget is £2,000.

RESOLVED: To give delegated authority to the Mayor in consultation with the Clerk, to decide about the length of visit to Time Kommune and who goes.

FP 17/16 Update on a) CCTV, b) new bus shelters, c) Alnwick bus station, d) Willowburn Industrial Estate

a) CCTV - The Project & Funding Officer reported that NCC had switched in the power to the new system and that the last camera would be connected by the end of the week. Images are now being recorded at Alnwick Police Station.

Councillor Symmonds reported that there had been some damage at the Music Festival in the Market Place. The Project & Funding Officer advised that the new CCTV system may have picked this up.

The Town Clerk advised that he was expecting the final cost to be around £18k + NCC charges for junction boxes of around £432 per unit. He reminded councillors that the total budget had been £22k plus £3k for annual maintenance and £2k for long term replacements.

Councillor Broom asked if any of the cameras would be affected by the replacement lighting being installed. The Project & Funding Officer advised that this would only affect one camera.

Councillor Broom asked if councillors could go and see the new system. The Project & Funding Officer advised that they could, and he would arrange.

Councillor Patience asked how the footage could be accessed in case of an incident. The Project & Funding Officer advised that the footage is kept for 31 day and that the Town Council could report issues on residents' behalf.

Councillor Patience thought it might be helpful if the process was put on the Town Council's website.

The Town Clerk advised that the signs which are close to each camera had the Town Council's contact telephone number and email address.

Councillor Symmonds advised that the police would be reviewing the footage after incidents.

Councillor Swinbank advised that incidents should be reported to the police not the Town Council.

Councillor Broom felt that a letter to businesses on the process for reporting incidents might be helpful. Councillor Swinbank felt the Town Council need to be cautious about that. Councillor Allcroft felt this might be best done through the Chamber of Trade.

The Town Clerk advised that a couple more cameras might be needed which would be identified after the system had been in operation for a while.

Councillor Mavin was concerned as Newcastle University were taking someone to court over the Mosquito system. Councillor Allcroft advised that this would not be an issue as this was not used in Alnwick.

The Project & Funding Officer advised that all companies who had been asked for quotes had been sent the current government guidance. New legislation was coming into force in 2018 which the Town Council would monitor to ensure their CCTV system complied.

Councillor Symmonds thought it might be useful to give the areas that were covered by the new CCTV system.

- b) New bus shelters - The Town Clerk reported that the two new bus shelters at Greensfield and St Paul's had been installed. He explained that there were a further five bus shelters which would be transferred to the Town Council in due course. The ones on Taylor Drive would be transferred very shortly and the one at Weavers Court turning circle within the next 12 months.

Councillor Symmonds felt that NCC should be asked to use toughened glass to replace the broken glass in one of the bus shelters before transferring it to the Town Council.

- c) Alnwick Bus Station – The Project & Funding Officer reported that he had been to a meeting with representatives from Arriva, the Police and Morrison's to discuss the bus station. He reported that he had emphasised that this was a key gateway to the town for many visitors and that the Neighbourhood Plan focused on improvements to it.

He reported that a number of ideas had been discussed which would be circulated to councillors before the next Finance & Policy meeting in October.

Councillor Broom reported that bus station was a complete mess on Monday morning and does not appear to get cleaned during weekends.

He felt that Arriva needed to be reminded that they are responsible for cleaning the site. He also felt that the street cleaning machine could be used

to clean the site over the weekend. The Project & Funding Officer advised that he had spoken to Arriva about the incident at the bus station who had advised that the cleaning operative had been sick.

Councillor Symmonds asked if the CCTV cameras at the bus station were connected to the Town system. The Project & Funding Officer advised that this needed to be approved by their parent company in Germany but that the local manager, Alan Wilkes, would push to get their cameras connected to the new CCTV system.

Councillor Swinbank asked what the current cleaning regime was. Councillor Broom advised that it was done in the morning Monday to Friday.

Councillor Allcroft advised that the new Public Spaces Protection Order (PSPO) should help to alleviate the rubbish problem as people could be fined for dropping litter.

Councillor Swinbank felt it would be useful to know what other towns did about similar problems. The Project & Funding Officer advised that he had mentioned funding activities and facilities for young people such as an on-site café.

Willowburn Industrial Estate – The Project & Funding Officer advised that he had attended a meeting on August 9th with businesses on the estate and reported that they all wanted to see new signage at the front of the estate. He confirmed that the Town Council had asked to meet with NCC, Arch and Northern Estates to discuss what can be done with the site.

He explained that NCC had been asked to remove the deallocation of Willowburn Estate from their revised Core Strategy.

The Project & Funding Officer reported that he had also had a meeting on August 9th with Northumberland Estates who had confirmed that they would be appealing against NCC's decision to refuse planning permission.

Councillor Swinbank asked if the Town Council had a vision of what they would like to see on the old NCC depot site. The Project & Funding Officer advised that there were a number of ideas for the old site which would be discussed with Arch.

Councillor Mavin felt that this should include affordable starter units for businesses.

Councillor Allcroft that the businesses attending the Business Network meeting could be asked for their thoughts.

Councillor Broom reported that NCC/Arch were planning to build other business units locally so there must be a need for them.

RESOLVED: To accept the updates.

FP17/17

Any Other Urgent Business

The Town Clerk reported that he had spoken to Councillor Castle (as chair of the North Area Council) and felt it would be useful to have a meeting with him about the Town Council's involvement.

Meeting closed at 8.15pm