



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

Your Ref:

Our Ref: FC/12/2017

Clerk to Council

Bill Batey

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Dear Councillor

8th December 2017

The next meeting of the Council will be held on **Thursday 14th December 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. Minutes of the Last Meeting (9th November 2017)
5. Matters Arising
6. Mayor's Report
7. Feedback on County Council matters:
8. 2018/19 Precept Timetable
9. Alnwick Bike Track project update
10. Minutes of the Committees
 - a) Planning, Highways & Transport Committee Meeting (9th November 2017)
 - b) Cemetery Committee (16th November 2017) incl. recommendation of Cemetery Fees for 2018/19 (Minute CEM 17/24)
 - c) Recreation & Amenities (23rd November 2017)
 - d) Finance & Policy Committee (7th December 2017)
11. Correspondence
12. Update from a) Town Team and b) Recent Business Forum
13. Financial Matters – a) Payments and b) Grants, including Alnwick Playhouse support.
14. Any Other Urgent Business

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 6

Mayor’s Report

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

Agenda item 7

Update on County Council matters.

Councillors Castle and Moore will update the Town Council on County Council matters.

Recommendation: To note the update

Agenda item 8

2018/19 Precept Timetable

NCC has set a deadline for the submission of the 2018/19 precept information as 29th January 2018. The Town Council will look to agree its budget and set its precept on 11th January 2018. The Indicative Council Tax Base (Band D equivalents) for 2018/19 is 2727.39, an increase of 66.33.

Recommendation: To note the timetable

Agenda item 9

Alnwick Bike Track project update

The Town Clerk will give an update on the project and the current funding position. The Council will be asked to consider if it wishes to allocate funding towards the project

Recommendation: To receive the update and consider the possibility of awarding some Council funding

Agenda item 11

Correspondence

The following correspondence has been received since the last meeting:

Date	Detail	Action if any
16/11 & 21/11	NALC - enews	Circulated to Councillors
22/11	SAAA- notification of external auditor for 2017/18 – PKF Littlejohn LLP , Canary Wharf, London; Scale of Fees likely to be £800+Vat	To note
23/11	NCC – Parking Studies update – reports likely to be with Town Council by end of year, Meeting to be arranged early in the New Year	To note
28/11	Age UK – information on volunteer roles	Available from the clerk on request. Copy on Notice Board

30/11	NCC – Alnwick Moor Railway Bridge Strengthening works (on B6341), looking for views on timing	To consider
30/11	NCC- Pharmacy Needs Assessment Consultation – runs until 31 st Jan 18	To be circulated for comments
6/12	North Tourism Fairs – Willowburn event will be on Thursday 13 th March 2018	To note

Recommendation: That the correspondence received be considered.

Agenda item

Update from a) Town Team and b) Recent Business Forum

The Project and Funding Officer will give an update on the recent Town Team meetings and the Business Forum meeting held on 21st November 2017.

Recommendation: To receive the updates

Agenda item 13

Financial Matters a) Payments

The following payments are due (as at 7nd December); this list will be updated at the meeting, if necessary.

PAYEE	TOTAL PAYABLE	VAT ELEMENT	DESCRIPTION
Stuart Murray	£413	£0	Painting of Cemetery Chapel
T Kirton	£49.98	£8.33	Paint for Cemetery Chapel
Northumbria in Bloom	£200	£0	In Bloom entry fee
NCC	£9,735.20	£0	Payroll- Oct
NCC	£9,892.50	£0	Payroll - Aug
NCC	£463.58	£77.26	Staging for Xmas Lights switch on/Lantern parade.
C Bowden	£500	£0	Renewal of Cemetery Chapel wall panels £450 and Gate repair £50
Fife Plant Hire	£224.40	£37.40	Cemetery - materials
St James's Church Centre	£91	£0	Room Hire – Business Forum
Electratest (UK) Ltd	£110.94	£18.49	PAT testing Cemetery and Fenkle St Office
Blackshaws	£209.00	£34.83	Van Service
The Farm Cakery	£95	£0	Refreshments Business Forum and Blue Plaque
Diamond Business Systems	£59.40	£9.90	Photocopier Service Charge
Local Living	£612.50	£0	Willowburn Unit rent (Q3)
J Pibworth	£15.00	£2.50	Refreshments Blue Plaque
W R Batey	£192.04	£19.50	Refreshments Civic Carol service - £42.07, Cemetery Chapel Paint £74.97, £75 (3 x £25 gift vouchers for helpers on Remembrance Sunday

Team Valley Web Design	£600	£100	Website Hosting & support Dec 17 – Nov 18
Andrew Carr	£60	£0	Bus Shelter Cleaning
NCC	£90	£0	Hire Northumberland Hall for Erasmus reception
James McLean	£173.99	£29.00	Tools, Mower/Saw repairs
Azure Charitable Enterprises	£117.50	£0	Copies Neighbourhood Plan
TOTAL	£23,905.03	£337.21	

The following payments are now paid by direct debit and are reported for information			
BT	£50.58	£8.43	Phone Bills Cemetery paid Nov 28th
BT	£34.20	£5.75	Phone Bill Fenkle Street to pay Nov 22 nd
BT	£87.29	£14.55	Quarterly Broadband Charge paid 1 st Dec.
NEST	£573.26	£0	Employer pension scheme contributions for November (paid 15 th December)
British Gas	£40.00	£0	Gas Boiler Service/Safety certificate & HomeCare policy – Cemetery Lodge (Paid 16/10 £20.03, Paid 15/11 £19.97)
O Brien	£103.20	£17.20	Trade Waste - Cemetery (14 th Dec)

Recommendation: To approve and authorise the above payments amounting to £23,905.03 and to note the direct debit payments of £888.53.

a) Grants, including Alnwick Playhouse support.

The Finance and Policy Committee agreed Grant Payments to local organisations of £17,000, at their meeting on 7th December. These payments will need to be authorised. The list of grants is contained in the Finance & Policy Committee minutes. Some grant awards are conditional on further information.

In addition, funding for the Alnwick Playhouse was discussed at the Finance & Policy Committee. In January 2017, the Council agreed a 4 year funding package starting in 2017/18, this was based upon the new arrangements at the Playhouse including the formation of a Community Hub. Given that this arrangement is taking longer to finalise than was envisaged, the Policy and Finance Committee agreed grant aid for the Playhouse in 2017/18 of up to £5,000 (£2500 now and another £2500 in March 2018 subject to need) and resolved to recommend to the Council, that the previously agreed four year funding package now commences in 2018/19.

Recommendation: To authorise the grant payments and agree that the four year funding package for the Alnwick Playhouse previously agreed in January 2017, now commences in the 2018/19 financial year.