



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

Your Ref:

Our Ref: FC/01/2018

Clerk to Council

Bill Batey

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Dear Councillor

5th January 2018

The next meeting of the Council will be held on **Thursday 11th January 2018** 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. Request for a Dispensation
5. Minutes of the Last Meeting (14th December 2017)
6. Matters Arising
7. Mayor's Report
8. Update on County Council matters, including proposed town council office accommodation.
9. Minutes of the Committees
 - a) Planning, Highways & Transport Committee Meeting (14th December 2017)
10. 2017/18 budget update, to agree the 2018/19 budget and to set the 2018/19 Precept.
11. Proposed loan to Alnwick Town Junior Football Club.
12. Pharmacy Needs Assessment
13. Responding to the Alnwick Car Parking Study Findings
14. Review of Constitution
15. Correspondence
16. Financial Matters, a) Bank Reconciliation and b) Payments
17. 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 4**Request for a Dispensation**

Guidance from Northumberland County Council relating to declarations of interest when setting the budget and precept, is that all councillors should apply in writing for a dispensation to the Council to enable them to be involved and vote. At the start of the meeting the clerk will circulate a form and ask councillors present to sign it (this covers the application in writing). Under this agenda item we will acknowledge the receipt of the requests for dispensations and will then vote on granting the dispensation.

Recommendation: That the Council grants a dispensation to all Councillors to enable them to participate in full decisions relating to the setting of the 2018/19 Budget and Precept.

Agenda item 7**Mayor's Report**

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

Agenda item 8**Update on County Council matters, including proposed Town Council office accommodation.**

Councillors Castle and Moore will update the Town Council on County Council matters. The Clerk will update Councillors on the potential move to the Greenwell Lane Office accommodation.

Recommendation: To note the update.

Agenda item 11**2017/18 budget update, to agree the 2018/9 budget and to set the 2018/19 Precept**

A budget update for 2017/18 will be given at the meeting by the Clerk.

Recommendation: a) To note the 2017/18 budget position

Each of the Council's committees has approved a recommended budget for 2018/19, these are as follows:

Committee	Net Expenditure
Cemetery	£19,260
Recreation & Amenities	£111,965
Finance & Policy	£155,950
TOTAL	£287,175

Some of the main changes to the proposed committee budgets for 2018/19 are as follows:

- The Cemetery budget includes a prediction of £3,000 less income. This reduced figure is likely to be in line with the actual 2017/18 income.

- The Recreation and Amenities Committee are budgeting for a two year replacement programme for the Town Centre planters, with a planned expenditure of £6,960 in 2018/19. £6,000 is also included for a suitable World War 1 commemoration and £7,500 towards the refurbishment of Robertson's Fountain. The budget for Town events (directly funded or through grants) is proposed to increase by £2,500.
- Within the Finance & Policy Committee budget an additional £9,000 is earmarked for grants to local organisations (making £25,000 available).
- Some budgets (eg fingerpost refurbishment/replacements (£7,000)) are no longer required, or are reduced to reflect the project expenditure coming to an end (eg initial set up costs for new area at the cemetery, budget reduced by £3,500).

With these changes, the overall recommended budget for 2018/19 is therefore **£287,175**. The Clerk will update on any changes to this figure at the meeting, and the recommendation may need to be amended, if appropriate.

Recommendation: b) To approve the 2018/19 budget of £287,175.

Having agreed the budget the Council must then set the precept. At the Finance and Policy Committee on 7th December 2017, the Committee considered the extent to which reserves should be used to support the 2018/19 budget. The Committee has recommended reserves are not used to reduce the precept in 2018/19.

The Finance and Policy Committee also reviewed the Town Council precept for 2017/18 in comparison to other town councils in Northumberland. In 2017/18 the average Town Council precept for a Band D dwelling was £106.92, compared to £100.39 for Alnwick. The highest in the northern area was Morpeth at £113.38, whilst the overall highest was Choppington at £146.41.

A precept of £287,175 would be an increase of £20,037. The Town Council has been informed of the draft 2018/19 Council Tax Base which is 2727.39 Band D equivalent dwellings (an increase of 66.33). With this Council Tax Base, the Town Council precept will increase to £105.29 for a Band D dwelling, which equates to an annual increase of £4.90 (9.4p per week) and is a 4.9% increase. The new Alnwick Band D town council precept is likely to still be below the Northumberland Town Council average.

Recommendation: To set a precept for 2018/19 of £287,175.

Agenda item 12

Proposed loan to Alnwick Town Junior Football Club

This agenda item relates to a project by Alnwick Town Football Club Juniors to provide a full sized all weather floodlit artificial pitch, changing facilities, improved playing pitches and car parking at Greensfield, Alnwick. The facilities will also be available to the DCHS. The total cost of the project was just over £1million of which £450k had been secured from NCC and some £400k was being secured from the Football Foundation. In order to progress the project, Alnwick Town Juniors have asked Alnwick Town Council to lend them the remaining £190k. The Town Council need to apply to the Secretary of State to borrow the £190,000 and this is to go towards the proposed Clubhouse and Changing Rooms (this part will be funded by the loan and NCC). The repayment on the loan will be £12,667 per annum over 15 years, which will be repaid to the Town Council by the Alnwick Town Junior Football Club. The Council will borrow the money from NCC, no interested will be added, and

repayments will be deducted from the Town Council precept (twice a year) by NCC. In March 2017, the Council agreed the following resolution:

RESOLVED:

- i. That the Council agree, in principle, to apply to the Secretary of State to borrow £190,000 on behalf of Alnwick Town Junior Football Club to go towards their proposed Clubhouse and Changing Rooms at Greensfield;*
- ii. The Council agree to undertake public consultation on the proposed project and on the Council's intention to borrow.*
- iii. Prior to making the application to the Secretary of State, the Council require:*
 - a) Written confirmation of the Service Level agreement with the Duchess's Community High School.*
 - b) Written confirmation from the Duke of Northumberland to meet the first £6,333.50 of any default on loan repayments.*
 - c) A copy of the signed lease and planning permission.*
 - d) A loan agreement with the Football Club to be finalised including a requirement that the facilities (artificial pitch and clubhouse) be available for reasonable use by other clubs and sports (at the appropriate charge) when not in use by the club.*
 - e) That the Alnwick Town Junior Football Club offer the Town Council a Trustee on the Board and agree to make financial information available to the Council on request, for the duration of the loan.*
 - f) That Alnwick Town Junior Football Club undertakes some market testing to demonstrate that the estimates for pitch hire are viable and reasonable.*

A further report be brought to the Council on completion of the items listed in ii. and iii. above, to seek authority to submit the borrowing application.

An update report was presented to the Council in October 2017, and it was promised a further report would be brought back to the Council in December 2017 or January 2018.

The following update is now given:

- a) After the October Council meeting, public consultation was undertaken. A press release was issued, inviting comments on the project and the borrowing request. This appeared in the Northumberland Gazette. The press release also had coverage on the Gazette's Facebook page and appeared on the Town Council's website. The Gazette's Facebook page received 27 'likes' and the Town Council received over 30 direct responses nearly all of which were supportive of the Town Council's proposal. Further details will be given at the meeting
- b) Planning Permission was granted on 14th December 2017.
- c) The Lease is ready for signature, (a copy of the signed lease will be required for the loan application)
- d) The final Football Foundation panel meets on 18th Jan 2018 to hopefully agree funding of £409,000 (this will need to be approved before the loan application can be made).
- e) The financial commitment from the school and the timings for the school usage have been agreed between the school and the football club and the Service Level Agreement is being finalised.
- f) The Town Council has appointed Councillor Lisa Aynsley to be the Town Council representative on the Junior Football Club Board and she will be invited to future meetings.

- g) Extensive scrutiny of the Business Plan has been undertaken by the Football Foundation, to determine risks and the viability of the business case. They are satisfied with the details.
- h) The Town Council has requested written confirmation from Northumberland Estates regarding the loan repayment guarantee given to the Football Club by the Duke of Northumberland. This has already been confirmed to the Football Club.

Recommendation: a) To note the update b) to agree to seek Secretary of State approval to borrow £190,000, once the remaining requirements are addressed and c) give delegated authority to the Clerk in consultation with the Mayor, to finalise any remaining details required for the borrowing application.

Agenda item 12

Pharmacy Needs Assessment

NCC are undertaking Pharmacy Needs Assessment (PNA) Consultation, the consultation period ends on 31st January 2018. The Clerk will outline the implications for Alnwick, at the meeting.

Recommendation: To agree the Town Council’s response.

Agenda item 13

Responding to the Alnwick Car Parking Study Findings

On 4th January 2018 the Town Council received a copy of the NCC commissioned car parking study for Alnwick. Councillors are invited to a meeting with the consultants on 11th January and other stakeholders are able to do the same on 24th January. A summary of the action plan contained within the report, has been circulated to Councillors. At the meeting there will be an opportunity to discuss the proposals. NCC has requested comments by 31st January 2018.

Recommendation: To consider the study findings and agree a response.

Agenda item 14

Review of Constitution

Under the Council’s constitution it is a requirement to have an annual review. It is therefore proposed to have a working group meeting, to which all councillors are invited, to undertake the review and report back to the March or April Council meeting. The proposed date for the working group is Tuesday 27th February 2018 at 7pm, in the Mechanics Institute.

Recommendation: To agree the Constitution Working Group meeting.

Agenda item 15

Correspondence

The following correspondence has been received since the last meeting:

Date	Detail	Action if any
Dec/Jan	Various thank you letters from grant recipients	To note
14 th Dec	Confederation of Passenger Transport – request for Town Council to submit application for Coach Friendly Status for Alnwick	Officers to complete
21 st Dec	Highways England – details of A1 Willowburn Interchange works	Circulated to Councillors

29 th Dec	NCC – New date (25 th Jan) for next North LAC meeting (start may be 3pm)	To note
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Recommendation: That the correspondence received be considered.

**Agenda item 16
Financial Matters**

a) Bank reconciliation

The clerk will table the bank reconciliation for Sept-Dec 2017 and outline the contents to councillors.

b) Payments

The following payments are due (as at 5th January); this list will be updated at the meeting, if necessary.

PAYEE	TOTAL PAYABLE	VAT ELEMENT	DESCRIPTION
NCC	£9,838.54	£4.17	Payroll Nov 17
NCC	£9,630.68	£4.17	Payroll Dec 17
Viking Direct	£81.50	£13.58	Stationery
Chubb Fire & Security Ltd	£172.69	£28.78	Alarm Contract
James McLean	£351.78	£45.31	Protective Clothing & Tools
Rix Petroleum	£615.83	£29.33	Gas Oil
St James’s Church Rooms	£375.00	£0	Room Bookings -Council meetings
Information Commissioner	£35	£0	Data Protection Registration
J Pibworth	£145.80	£0	Mileage Sept - December
W R Batey	£142.20	£0	Mileage Sept - December
TOTAL	£21,389.02	£125.34	

*Indicates Local Government Act 1972 s137 Expenditure (£0)

The following payments are now paid by direct debit and are reported for information			
BT	£34.50	£5.75	Phone Bill Fenkle St. paid 22 nd Dec
BT	£60.17	£10.03	Phone Bill Cemetery paid 28 th Dec
npower	£52.86	£2.52	Town Hall Clock paid 10 th Jan
British Gas	£19.97	£0	Gas Boiler Service/Safety certificate & HomeCare policy – Cemetery Lodge Paid 15/12 £19.97)
NEST	To be confirmed	£0	Employer pension scheme contributions for Dec.
O Brien	£82.56	£13.76	Trade Waste - Cemetery (14 th Jan)

Recommendation: To approve and authorise the above payments amounting to £21,389.02 and to note the direct debit payments of £2,501.06.