



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

Your Ref:

Our Ref: FC/03/2018

Clerk to Council

Bill Batey

Tel: 01665 602574

Mobile: 07971 810267

Dear Councillor

2<sup>nd</sup> March 2018

The next meeting of the Council will be held on **Thursday 8<sup>th</sup> March 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. Update on the Great Exhibition of the North 2018 and Active Northumberland by Cllr Cath Homer NCC
5. Approve Minutes of the Last Meeting (8<sup>th</sup> February 2018)
6. Matters Arising
7. Mayor's Report
8. Considering Masterplanning for Alnwick
9. Community Action Proposals – Progress and Priorities for 2018-2019
10. Risk Management Register
11. Asset Register
12. Consideration of introduction of a Honorary Freeman /Honorary Freewoman Scheme
13. Mechanics Institute Draft Accounts 2017/18 and 2018/19 budget
14. Council Investment Strategy and Investments
15. Updates from a) County Councillors and b) the Recent Business Forum
16. Proposed Town Cleanup Day
17. Minutes of the Committees
  - a) Planning, Highways & Transport Committee Meeting (8<sup>th</sup> February 2018)
  - b) Finance & Policy Committee Meeting (15<sup>th</sup> February 2018)
18. Correspondence
19. Financial Matters – Payments
20. Any Other Urgent Business

### In Private

1. Approve Private Minute of the last Council meeting (8<sup>th</sup> February 2018)

**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 7****Mayor's Report**

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

**Agenda item 8****Considering Masterplanning for Alnwick**

A separate report has been issued with the agenda.

**In the report it is recommended that:**

- a) **the Council agrees work with Northumberland County Council on a masterplan for key town sites, in support of the Alnwick & Denwick Neighbourhood Plan.**
- b) **the Town Council representatives on the masterplan team should be the Mayor, Deputy Mayor and Chairman of the Planning, Highways and Transport Committee (plus the Town Clerk). They will be joined by the two Alnwick NCC elected members and NCC officers. When individual sites are being considered other Town Councillors will have an opportunity to be involved.**
- c) **the first meeting should be convened as soon as possible and priority given to agreeing overall terms of reference and commencing discussions on the Lindisfarne School site.**

**Agenda item 9****Community Action Proposals – Progress and Priorities for 2018-2019**

A separate report has been issued with the agenda. This report outlines progress on the Neighbourhood Plan Community Action Proposals (CAP's) and considers the priorities for 2018-19. A recommendation is contained in the report for Councillors to consider.

**Agenda item 10****Risk Management Register**

The Finance and Policy Committee considered the updated Risk Management register at their February meeting. Following the discussion, amendments were made and the document is now presented to Council for approval. Updates from the previous year are in red and the right-hand column has the proposed new actions (see separate report).

**Recommendation: to approve the Risk Management Register****Agenda item 11****Asset Register**

The Council's asset register is presented to Council for approval. The register follows the format from previous years and was last considered by the Council in March 2017. Assets added during 2017/18 are highlighted. The register will be circulated prior to the meeting.

**Recommendation: to approve the updated Asset Register**

**Agenda item 12****Consideration of introduction of a Honorary Freeman /Honorary Freewoman Scheme**

Councillors have previously expressed an interest in exploring such a scheme. A separate report sets out the legal position and contains details of a possible scheme for Councillors to consider.

**Recommendation: It is recommended that the Council considers the report and if it wishes to introduce the new honour, agrees the nomination policy and criteria.**

**Agenda item 13****Mechanics Institute Draft Accounts 2017/18 and budget 2018/19**

The last financial year for the Mechanics Institute ended on January 14<sup>th</sup> 2018, the Clerk will present the draft accounts and budget proposals for 2018/19. Once the Council has considered the draft accounts, they will be subject to external audit.

**Recommendation: To approve the draft accounts and 2018/19 budget.**

**Agenda item 14****Council Investment Strategy and Investments**

In December 2015, the Council approved a new Investment Strategy. A copy of the strategy will be circulated. The strategy is still relatively new and having reviewed it, officers feel that it remains sound. Whilst it had previously been agreed to invest £16k with Rathbone Ethical Bonds, it was agreed last March not to progress this at that time. Officers feel that this should remain the current position.

In the next month, the Council's one year investment bond with Lloyds (£101,517.52) will be maturing, as will the 1 year Bond with Santander (£52,415.14). As yet, we have not been advised of new interest rates. It is recommended that delegated power be given to the Clerk, in consultation with the Mayor and Chair of Finance & Policy to reinvest with the same organisations.

**Recommendation: The Council continues with its Investment Strategy and gives delegated power to the Clerk, in consultation with the Mayor and Chair of the Finance & Policy Committee to reinvest the Lloyds and Santander Investment Bonds with those organisations.**

**Agenda item 16****Proposed Town Cleanup Day**

In the last few years the Town Council has organized a town cleanup day in the run up to Easter. It is proposed to organise an event this year on Sunday 25<sup>th</sup> March 2018 between 10.00am and 12.00 noon.

**Recommendation: To agree that Sunday 25<sup>th</sup> March 2018 be the Town Cleanup Day.**

**Agenda item 18****Correspondence**

The following correspondence has been received since the last meeting:

<b>Date</b>	<b>Detail</b>	<b>Action if any</b>
9 <sup>th</sup> Feb	NCC Local Plan call for housing & employment sites	To Note
14 <sup>th</sup> Feb	NCC – Definitive Map & Statement of Public Rights of Way Consultation – deadline 1 <sup>st</sup> June	Considered by Planning Committee

16 <sup>th</sup> Feb	PINS- Confirmation of Rule 6 party status for Willowburn Public Inquiry	To Note
19 <sup>th</sup> Feb	Local Living/Chamber of Trade re Willowburn Retail and Community Action priorities for Town Centre	Clerk to respond
19 <sup>th</sup> Feb	Sport England – Offer of £20k to Bike Track project	To accept offer
20 <sup>th</sup> Feb	NALC – enews	Circulated
20 <sup>th</sup> Feb	NCC -Post 16 Transport Consultation – deadline 2 <sup>nd</sup> April	Considered by Planning Committee
22 <sup>nd</sup> Feb	NCC- Getabout Access Scheme details	Available from the Clerk on request
22 <sup>nd</sup> Feb	Local MP – anti-social behaviour at bus station	Clerk to respond
27 <sup>th</sup> Feb	NALC- enews	Circulated
28 <sup>th</sup> Feb	PINS – details of Willowburn Public Inquiry (17 <sup>th</sup> July start and running for 6 days)	To Note
28 <sup>th</sup> Feb	Chamber of Trade – re town centre and impact of proposed retail development.	Clerk to respond

**Recommendation: That the correspondence received be considered.**

**Agenda item 19**

**Financial Matters - Payments**

The following payments are due (as at 2<sup>nd</sup> March); this list will be updated at the meeting, if necessary.

PAYEE	TOTAL PAYABLE	VAT ELEMENT	DESCRIPTION
Davidson & Son	£3,000	£500	Christmas Lights Grant
Northumberland CC	£900	£0	Fenkle Street Office Rent
Northumberland CC	£1,146	£191	Installation of new Fingerposts
Northumberland CC	£4,742.01	£0	Extra Clean Toilets
Tim Kirton	£11.30*	£1.88	Refreshments Business Forum
The Real Taste of Northumberland	£130*	£0	Refreshments Business Forum
Scot JCB Ltd	£170.76	£28.46	Repair JCB oil leak
Northumberland CC	£175	£0	Chainsaw Training (I Hopper)
W R Batey	£88.65	£0	Mileage
J Pibworth	£57.60	£0	Mileage
NFU Mutual	£1,139.75	£0	Employer Pension Contribution, W R Batey Oct - March
Standard Life	£179.87	£0	Employer Pension Contribution J Pibworth Oct–March (adjusted)
<b>TOTAL</b>	<b>£11,740.94</b>	<b>£318.37</b>	

In addition three local businesses are due to receive £250 each, for participating in the Your Welcome scheme for the period October 2017-April 2018. (Costa, The Blue Bell and The Market Tavern).

The following two grants were approved by the Finance and Policy Committee on 15th February 2018 for payment:

Organisation	Grant Award
Alnwick & District Triathlon Club	£100
Alnwick Parkrun	£250

The following payments are now paid by direct debit and are reported for information			
BT	£57.56	£9.59	Phone Bill Cemetery paid 28/2
BT	£38.28	£6.38	Phone Bill Fenkle Street paid 22/2
BT	£98.76	£16.46	Internet Fenkle Street paid 4/3
NEST	£582.08	£0	Employer pension scheme contributions for Feb
British Gas	£19.97	£0	Cemetery Lodge Gas Boiler Policy (Feb 15 <sup>th</sup> )
O Brien	£82.56	£13.76	Trade Waste –Cemetery (March 12 <sup>th</sup> )

\*LGA 1972 s137 Expenditure (Total £141.30)

**Recommendation: To approve and authorise the above payments amounting to £12,840.94 and to note the direct debit payments of £879.21.**