



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

Your Ref:

Our Ref: FC/5/2018

Clerk to Council

Bill Batey

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Dear Councillor

3<sup>rd</sup> May 2018

The Annual Meeting of the Council will be held on **Thursday 10<sup>th</sup> May 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. Election of the Mayor
5. Election of the Deputy Mayor
6. Presentation by Andy Dean, Community Action Northumberland on affordable housing
7. Committee Appointments
8. Appointment of the Chairs and Vice Chairs of Committees
9. Appointments to Outside Bodies
10. Approving dates of ordinary meetings of the council and standing committees
11. Minutes of the Last meeting (12<sup>th</sup> April 2018)
12. Matters Arising
13. Approval of Annual Governance and Accounting Return and Draft Accounts 2017/18.
14. Alnwick Bike Track Update
15. Feedback from Masterplanning meeting including Lindisfarne School Site
16. Minutes of the Committees
  - a) Planning Committee Meeting (12<sup>th</sup> April 2018)
  - b) Finance & Policy Committee (19<sup>th</sup> April 2018)
17. Correspondence
18. Financial Matters – a) Payments b) Investment and c) Staff Salary Award
19. Any Other Urgent Business

### PRIVATE AGENDA ITEM

1. Private Minutes of Meeting held on 8<sup>th</sup> March 2018.
2. Private Minutes of Meeting held on 12<sup>th</sup> April 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 4****Election of Mayor**

Two nominations were received,

1. Alan Symmonds proposed by Sue Allcroft, seconded by George Mavin.
2. Bill Gridale proposed by Gordon Castle, seconded by Sue Patience.

Ballot papers have been issued to all councillors and the result will be announced at the meeting.

**Recommendation: That a Mayor be elected.**

**Agenda item 5****Election of Deputy Mayor**

One nomination was received, this was for Lynda Wearn. Lynda was proposed by George Mavin and seconded by Alan Symmonds.

**Recommendation: That Councillor Lynda Wearn be elected as Deputy Mayor.**

**Agenda Item 6****Presentation by Andy Dean, Community Action Northumberland on affordable housing****Agenda item 7****Committee Appointments**

The proposed committee membership will be tabled at the meeting; this takes into account the preferences of councillors. It will be necessary to appoint the members of the Finance & Policy Committee after the appointment of chairs and vice chairs of the other committees (agenda item 7).

**Recommendation: that the membership of the Cemetery Committee, Planning, Highways and Transport Committee, Recreation and Amenities Committee, and Finance and Policy Committee be approved.**

**Agenda item 8****Appointments of Chairs and Vice Chairs of Committees**

Having appointed to the committees it will be necessary to appoint a chairman and vice chairman of each committee. Nominations will be required at the meeting.

**Recommendation: That Chairs and Vice Chairs of each committee are appointed.**

**Agenda item 9****Appointments to Outside Bodies**

A schedule of the outside bodies will be tabled at the meeting, together with suggested representatives and vacant positions.

**Recommendation: That the Outside Body appointments are agreed.**

**Agenda item 10****Dates of Meetings**

A draft schedule of Council and Committee meetings is circulated with the agenda.

**Recommendation: That the Council and Committee dates are approved.**

### **Agenda Item 13**

#### **Approval of Annual Governance and Accounting Return and Draft Accounts 2017/18.**

A copy of the Annual Governance and Accounting Return (AGAR) will be circulated prior to the meeting. This needs to be approved as part of the external audit requirements.

**Recommendation: That the Annual Governance and Accounting Return for 2017/18 be approved.**

The draft accounts for 2017/18 accounts will also be circulated prior to the meeting for approval. These will then be subject to internal audit and return to the June Council meeting for final approval.

From the 2017/18 budgets a number of specific expenditure items/projects were not completed during the year, it is therefore recommended that these are carried forward into 2018/19 and the budgets adjusted accordingly.

These items are listed below:

#### **Cemetery Committee**

Building Repairs incl. Pointing	£6,000
New Area	£12,000
Grounds Maintenance/Tree Works	£5,000
New Tractor	£10,000

#### **Finance and Policy Committee**

Neighbourhood Plan/Community Actions	£25,000
Town Team - Contribution to scheme	£500
CCTV	£6,500
Office Accommodation	£6,500
Mayoral Gifts	£350

#### **Recreation and Amenities Committee**

WW1 Trees/rose bed project	£500
Communication Project	£4,000
Allotment Water Supply Ratten Row	£5,000
Play Area Replacements	£20,500
Peter's Mill Bridge Project	£500
Hotspur Statue	£600
Flag pole Project	£700
Bins	£2,000
War Memorial	£4,000
Finger Posts/Bollards	£1,000

**Recommendation: That the Draft Accounts be approved and the carry over expenditure into 2018/19 be agreed.**

### **Agenda item 14**

#### **Alnwick Bike Track Update**

Funding has now been secured to commence the Bike Track project on land East of Allernburn Lea and a start on the off-site works is envisaged the next few weeks. The Town Council will be the body receiving the grants from Sport England, Suez and the NCC Developer Fund, we were the grant applicant on behalf the project, as we hold the lease.

Groundwork North East will be managing the project on behalf on Gallery Youth. Groundwork North East has asked for confirmation that the Town Council will make the necessary financial claims and make the payments and will then look to recover the VAT on the works.

**Recommendation: Councillors receive the update and agree to undertake the financial management of the project.**

### Agenda item 15

#### Feedback from Masterplanning meeting including Lindisfarne School Site

Feedback will be given on the first masterplanning meeting held in April 2018. At the meeting NCC agreed to give priority to the Lindisfarne School site and look at future use options. NCC officers indicated that NCC would be prepared to offer the Lindisfarne Sports Centre to the Town Council on a community transfer. At this stage no firm proposals have been made and few details are available, for example would the transfer include the services of the current caretaker, the car park, the surrounding land etc. Details of usage, income and expenditure budgets, condition would need to be known. It is also difficult to form a view in isolation, without knowing details of the future use of the main school site. The Lindisfarne Sports Hall is listed in the Neighbourhood Plan as a key community facility. The Town Council does have powers to provide recreational facilities.

**Recommendation: Councillors receive the update and ask officers to work with NCC to obtain more information on the Lindisfarne Sports Hall.**

### Agenda item 17

#### Correspondence

The following correspondence has been received since the last meeting:

Date	Detail	Action if any
25 <sup>th</sup> April & 1 <sup>st</sup> April	NALC news	To circulate
26 <sup>th</sup> April	CAN e news	To circulate
1 <sup>st</sup> May	Resident – views on parking changes (outside Costa and the need for a one way system in Alnwick)	To refer to NCC and joint response to be prepared
1 <sup>st</sup> May	NCC – Settlement of NJC Pay award	On the agenda
3 <sup>rd</sup> May	NCC – views requested on Zipwire play equipment Alnwick North	Refer to Rec & Amenities Committee

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

### Agenda item 18

#### Financial Matters – a) Payments

The following invoices have been received for payment (as at 3rd May); this list will be updated at the meeting, if necessary.

PAYEE	TOTAL	VAT	DETAIL
Diamond Business Systems	£59.40	£9.90	Photocopier contract (17/18 budget)
J N McLean Ltd	£137.59	£22.93	Tools and Equipment (17/18)
NPD Ltd	£1,579.20	£263.20	Tourism Leaflet Distribution (17/18 )
Queensbury Shelters Ltd	£5,734.80	£955.80	New Bus Shelter (Wagonway Road)
Furnitubes	£294.00	£49.00	2 new fingers for fingerposts
J Pibworth	£39.07	£3.83	£22.99 Paint for seats, £16.08 postage

Wybone Ltd	£7,490.75	£1,248.46	New Planters
W R Batey	£27.99	£3.83	£22.99 Paint for Seats, £5 legal fee for Bullfield Orchard
<b>TOTAL</b>	<b>£15,362.80</b>	<b>£2,556.95</b>	

The following payments are now paid by direct debit and are reported for information

BT	£39.26	£6.54	Fenkle Street Office (paid 23 <sup>rd</sup> April)
BT	£62.28	£10.38	Cemetery Office (paid 28 <sup>th</sup> April)
Biffa	£89.19	£14.87	Trade Waste Cemetery (6/5 & 30/5)
NEST	£555.27	£0	Pension payments April 2018

It is recommended the following Grants are paid, The Alnwick Spring Show £200 and the Taste of the North £600.

**Recommendation: To approve and authorise the above payments amounting to £16,141.72 and to note the direct debit payments of £746.00**

#### **b) Investment**

The Council had a 1 year Fixed Term Deposit with Lloyds which matured on 2<sup>nd</sup> May 2018 (amount on maturity £102,329.66). Following discussion with the Mayor and Chair of Finance, this was reinvested for a further 12 months, attracting 0.8% interest.

**Recommendation:** To endorse the investment decision.

#### **c) Staff Pay Award**

The Town Council salaries are linked to the national Local Government Salary scales (NJC and NALC). The local government national 2018/19 pay award has now been agreed and this is a 2% increase (slightly higher for lower grades). The pay award for 2019/20 has also been agreed and the award is similar to that for 2018/19. The impact of this award for 2018/19 will be an annual total increase of approximately £3,750 plus salary on-costs. Budget provision was made for this in the 2018/19 budget.

**Recommendation: To agree to apply the annual pay award.**

### **IN PRIVATE**

#### **Agenda items**

**Private Minutes of Meeting held on 8<sup>th</sup> March 2018.**

**Private Minutes of Meeting held on 12<sup>th</sup> April 2018**

**Recommendation:** That pursuant to Section 100A (4) of the Local Government Act 1972, the public be excluded from the meeting during consideration of these items 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.