



**Minutes of the Finance & Policy Committee meeting held on
Thursday 23rd August 2018
at the St James's Church Centre, Pottergate, Alnwick at 7.00pm**

Present: Councillors S Allcroft (Chair), M Swinbank, A Symmonds and P Broom.

In attendance: W Batey, Chief Officer and Town Clerk

FP 18/09 Apologies

Councillors G Castle, J Humphries, G Mavin, B Gridsdale, S Patience, G Watson and L Wearn.

FP 18/10 Declarations of Interest

None

FP 18/11 Minutes of the last meeting - matters arising not on the agenda

No matters were raised.

FP 18/12 Budget update 2018/19

The Town Clerk went through the circulated budget as at 22nd August 2018. He highlighted the following lines of expenditure:

INSURANCE – figure now includes the Bike Track public liability insurance.

TOWN TWINNING – The expenditure excludes the Civic Reception for visitors from Voerde, Alnwick's German twin town which took place on Thursday August 16th. The budget may be marginally overspent when invoices are received.

OFFICE ACCOMMODATION – still awaiting landlord's approval for the Town Council to occupy the room in Greenwell Lane.

N PLAN / COMMUNITY ACTION PLAN / OTHER COUNCIL PRIORITIES – figure includes our legal fees for the Willowburn Inquiry.

RESOLVED: To note the update.

FP 18/13 Updates on a) CCTV

Following the last committee meeting, the Clerk reported that Tim Kirton had met with AGS and the Police to consider additions to the town system.

After discussions it was agreed that the priorities were the installation of three Number Plate Recognition (NPR) cameras at the following locations:

- Outside the Playhouse, looking towards the Hotspur Tower, Hotspur Street and Greenwell Road
- Narrowgate/Pottergate corner
- Clayport Bank

The total cost of the three NPR cameras was estimated at (3 x £350) £1,050 plus the costs of electrical supply connection to the lamppost; there could also be a cost of about £600 per lamppost. In addition, a new 4k monitor to show HD images which would cost £454 plus a new keyboard at cost of £225 were also seen as priorities. Once these are installed, then depending on remaining budgets additional cameras could be installed in newly identified priority areas.

Councillor question:

Councillor Swinbank asked if there was any implication for the future maintenance budget. The Clerk agreed to investigate.

RESOLVED: To agree to the installation of the Number Plate Recognition Cameras and new monitor and keyboard, as outlined in the report.

FP 18/14**b) Loan to Alnwick Town Junior FC**

The Clerk reported that in the last two weeks borrowing approval had been received from the Secretary of State (Dept. of Housing, Communities and Local Government). This means that NCC is able to progress the £190,000 loan when all the required documentation is in place. NCC require the following documents as well as a signed loan agreement with the Town Council:

- Signed Lease agreement between ATJFC and Northumberland Estates,
- Legal agreement between the Town Council and Alnwick Juniors football club in respect of the loan,
- Final project cost schedule from ATJFC.

The Clerk reported that he had received a draft loan agreement from NCC and was happy with its contents. The proposed repayment dates still needed to be agreed, but it remains the proposal to take the repayments from the precept before it is sent to the Town Council. The agreement includes interest payments which will be incurred if there is a default on payments. The Clerk highlighted that he would use the NCC loan agreement as the basis for a similar loan agreement with the Junior Football Club. Councillors discussed this and were happy for this to include the same payment default conditions as imposed by NCC on the Town Council.

RESOLVED: To receive the update and endorse the actions proposed.

FP 18/15**c) Bus Station Update**

The Clerk reported that the new bus station lease between Morrison's and Arriva should be signed shortly. He understood that the works to the lighting and the underside on the ceiling will take place when the lease is completed.

RESOLVED: To receive the update.

FP 18/16**Draft Flag Policy**

The Clerk issued a Revised Draft Flag Policy which had incorporated comments received from Councillors. This was reviewed and some changes made, in particular the number of occasions when the Union flag was to be flown was reduced. In the draft policy discretion was also included for the Mayor, in consultation with the Town Clerk, to agree to fly flags (other than the Union Flag).

RESOLVED: To recommend the Flag Policy to the Full Council meeting for approval.

FP18/17**Any Other Urgent Business**

Councillor Broom asked if the Clerk felt staffing levels were appropriate given increased responsibilities. The Mayor stated the he had already asked the Clerk to undertake a review which could be considered by the Finance & Policy Committee for the budget process.

Councillor Broom suggested that contact be made with the Probation Service who seem to be organising works in areas like Berwick & Ashington but not in Alnwick. He felt that this was worthy of a discussion, to see if any assistance could be offered.

Meeting closed at 8.20pm