



The Council Offices, Greenwell Lane,  
Alnwick, Northumberland NE66 1HB

Your Ref:

Our Ref: FC/3/2019

Clerk to Council

Bill Batey

Tel: 01665 602574

Mobile: 07971 810267

Dear Councillor

8<sup>th</sup> March 2019

The next meeting of the Council will be held on **Thursday 14<sup>th</sup> March 2019** 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. Presentation regarding the Alnwick Forum and an update on the March Consultation Event.
5. Bus Station Feasibility Study
6. Approval of the Minutes of the Last Meeting (14<sup>th</sup> February 2019)
7. Matters Arising
8. Mayor's Report
9. Feedback on County Council matters
10. Feedback on Away Day, including Draft Council Vision and Objectives
11. New Chief Officer and Town Clerk recruitment
12. Risk Management Register
13. Asset Register
14. Council Investment Strategy and Investments
15. Constitution Review Meeting
16. Updates on Town Clean-up Day
17. Minutes of the Committees
  - a) Planning, Highways & Transport Committee Meeting (14<sup>th</sup> February 2019)
  - b) Finance & Policy Committee (28<sup>th</sup> February 2019)
18. Correspondence
19. Financial Matters – a) Payments and b) Bank Reconciliation
20. 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****Presentation regarding the Alnwick Forum and update on the March Consultation Event.**

Mike Turner and Julie Parkinson from NCC, will give a brief update on the work of the Alnwick Forum and the proposals for the Consultation event on Saturday 23<sup>rd</sup> March 2019.

**Agenda item 5****Bus Station Feasibility Study**

Councillors will be aware that a recent submission by the Town Council to the County Council for Alnwick to benefit from the Future High Street Fund (FHSF) was not successful. Only one town centre in the county can be submitted for the national funding stream and the Northumberland town going forward will be Blyth. The Town Council's submission for town centre improvements in Alnwick, centred on the Bus Station and Towergate and even though it is not being progressed for FHSF the County Council has agreed to support the development of a feasibility study to establish how Alnwick bus station and the surrounding area can be improved as a key gateway into the town. In providing this support, the County council has said it would welcome contributions to the feasibility costs that will be involved. They have agreed, in principle and subject to specific agreements/stakeholder views being known, to commence drafting a project brief with the Town Council and the scope of this will determine the costs of the study. The County Council has said that as the Town Council is a partner with a key interest in the facility and area, they would hope that we are willing to identify a contribution to the project that will help to demonstrate our joint commitment to progressing this identified priority for the Alnwick Forum. The feasibility work could cost around £20k and we may wish to consider allocating a sum towards this estimated cost, with the expectation that it may be revised down should the brief not require this much funding once developed fully. NCC has suggested a Town Council contribution of £5,000 towards the work.

The Town Councils involvement in the Bus Station comes from it being identified as a priority in the Community Action Proposals in the Neighbourhood Plan. Some short term improvements and repairs have been achieved but there is a need for a more extensive piece of feasibility work to be undertaken which could then identify longer term options and a possible scheme for future funding bids. The Town Council has an unallocated fund for 2019/20 of some £22,000 for Neighbourhood Plan/Council priorities.

**Recommendation: That Councillors consider making a contribution of up to £5,000 towards the feasibility study, provided the both Morrisons and Arriva as key stakeholders, demonstrate they are prepared to consider acceptable longer term solutions.**

**Agenda item 8****Mayor's Report**

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

**Agenda item 9****Feedback on County Council matters.**

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

**Recommendation: To note the update.**

**Agenda item 10****Feedback on Away Day, including Draft Council Vision and Objectives**

At the away day on 2nd March, a SWOT analysis of the Town Council was completed and work was commenced on looking at a 5 year vision and objectives for the Town Council. Officers have been progressing the ideas that emerged, and a draft vision and objectives will be tabled for consideration. This will be circulated prior to the meeting.

**Recommendation: That comments on the Draft Vision and Objectives be forwarded to the Town Clerk by Friday 5<sup>th</sup> April, with a view to approving a final version at the April Council meeting.**

**Agenda item 11****New Chief Officer and Town Clerk recruitment**

At the recent Finance & Policy Committee meeting and at the away day, there was a discussion on the job description, person specification, timetable and interview process. A number of comments were made and have been incorporated into the documents. The amended documents will be circulated for approval, so that the post can be advertised towards the end of March. The recommended interview panel is the Mayor, Deputy Mayor and the Chairs of the Finance & Policy Committee, Planning Highways and Transport Committee, Recreation and Amenities Committee and the Cemetery Committee. The recruitment process will also give other councillors that wish to be involved and meet the candidates, an opportunity to do so. The exact nature of this involvement is yet to be finalised.

**Recommendation: To approve the job description, person specification, recruitment timetable and interview panel, to enable the post to be advertised later this month.**

**Agenda item 12****Risk Management Register**

The Finance and Policy Committee considered the updated Risk Management register at their February meeting. 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.

**Recommendation: To approve the Risk Management Register**

**Agenda item 13****Asset Register**

The Council's asset register will be presented to Council for approval. The register follows the format from previous years and was last considered by the Council in March 2018. Assets added during 2018/19 are highlighted. The register will be circulated prior to the meeting.

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

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

In December 2015, the Council approved a new Investment Strategy; this was last reviewed a year ago. A copy of the strategy has been circulated with the agenda. The strategy is still relatively new and having reviewed it, officers feel that it remains sound.

In the next two month, the Council's one year investment bond with Lloyds (£102,329.66) will be maturing, as will the 1 year Bond with Santander (£52,863.11). 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 15****Constitution Review Meeting**

The annual constitution review working group meeting will take place at 7pm on Tuesday 26<sup>th</sup> March in the Mechanics Institute. All Councillors are invited to attend.

**Recommendation: To note the meeting date.**

**Agenda item 16****Proposed Town Clean-up Day**

In the last few years the Town Council has organised a town clean-up day in the run up to Easter. This year this event is taking place on Sunday 24<sup>th</sup> March 2019 between 10.00am and 12.00 noon. The Town Clerk will update on the details.

**Recommendation: To receive the update.**

**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>
Feb 18	Sakura Cherry Tree Project – update and request for more details, Alnwick to receive trees in Nov 2020.	T Kirton responding
Feb 21	Petition to NCC asking for renewal of speed humps on Allerburn Lea. NCC asking for Town Council views	To consider
Feb 24	Health Watch Northumberland survey – note closing date 14th March	Cllr Moore circulated to councillors
Feb 27	Hexham Councillor asking for details of our carbon footprint/carbon neutral proposals	Responded & details passed to Cllr Swinbank
Feb 27	MS Society – looking for volunteers	Poster for Notice Board

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

**Agenda item 19****Financial Matters a) Payments**

The following payments are due (as at 8<sup>th</sup> March); this list will be updated at the meeting, if necessary.

<b>PAYEE</b>	<b>TOTAL PAYABLE</b>	<b>VAT ELEMENT</b>	<b>DESCRIPTION</b>
NCC	£31,039.05	£15	Payroll Nov – Jan (paid 19/2)
Davidson & Son	£5,400	£900	Christmas Lights grant (paid 8/3)
The Alnwick Garden	£185	£30.83	Plants
Edward Walker	£140	£0	Tree works - cemetery
Royal Mail	£1.97	£0.33	Pre-paid postage
James N McLean	£90.07	£15.01	Tools and Equipment
Northumberland Tree Surveys Ltd	£650	£0	Cemetery Tree Survey
Diamond Business Systems	£31.16	£5.19	Photocopying
Petty Cash	£100	£13.33	Fuel and cemetery lodge chimney sweep
Community Action Northumberland	£350	£0	Facilitation of Away Day
Grannies	£80	£0	Away Day Refreshments
Northumberland Estates	£75	£0	Allotment Rent – Ratten Row
NFU Mutual	£1,193.04	£0	W R Batey Pension contribution Oct - March
Standard Life	£513.31	£0	J Pibworth Pension contribution Oct - March
J Pibworth	£145.80	£0	Mileage Jan - March
Tim Kirton	£32.40	£0	Mileage Jan - March
W R Batey	£210.60	£0	Mileage Oct - March
J Pibworth	£421.23	£2.92	Plants, Soil, Planting materials
Local Living	£200	£0	Balance on 18/19 Grant – Food Festivals/Alnwick Markets
W R Batey	£45.90	£7.65	Paint for Planters £37, refreshments £8.90
C Bowden	£1,000	£0	Cemetery Pointing
<b>TOTAL</b>	<b>£41,904.53</b>	<b>£990.26</b>	

The following payments are now paid by direct debit and are reported for information			
BT	£30.35	£5.06	Phone Bills Cemetery (paid 28/2)
NEST	£572.43	£0	Employer pension scheme contributions for November (paid 15/2)
British Gas	£22.55	£0	Gas HomeCare policy
Biffa	£89.18	£14.86	Trade Waste - Cemetery (paid 30/3)

Wave	£93.14	£0	Water -Cemetery Lodge. Store and Tap (paid 14/3)
Wave	19.07	£0	Water -Cemetery Tap (paid 14/3)

The Finance and Policy Committee on 28<sup>th</sup> February agreed the following grant payment:  
This payment will need to be authorised.

Organisation	Grant Award
Alnwick & District Triathlon Club	£100

**Recommendation: To approve and authorise the above payments amounting to £42,004.53 and to note the direct debit payments of £826.72.**

**b) Bank Reconciliation**

The Clerk will circulate the latest bank reconciliation for approval.