



ALNWICK TOWN COUNCIL

Cemetery Lodge Office
South Road
Alnwick
Northumberland NE66 2PH

Your Ref:
Our Ref: FC/5/2013

Clerk to Council- Bill Batey
Tel: 01665 714922
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Dear Councillor

1st May 2014

The Annual Meeting of the Council will be held on **Thursday 8th May 2014** in The Council Chamber, Clayport Street, Alnwick at **7.00pm**. 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. Mayor's report for 2013/14
5. Election of the Mayor
6. Election of the Deputy Mayor
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 Previous Meeting (10th April 2014)
12. Matters Arising
13. Neighbourhood Plan Update
14. Town Centre Office Accommodation
15. Draft 2013/14 Accounts
16. Feedback
 - a) War Memorial survey
 - b) Parish Liaison Working Group Meeting held on 1st May
17. Minutes of Committees a) Planning Committee Meeting (10th April 2014)
18. Correspondence
19. Financial Matters – Payments
20. Councillor Issues – Councillor S Allcroft – Litter Bin provision
21. 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

Mayor's Report for 2013/14

Prior to the election of Mayor for 2014/15, Councillor Grisdale who was Mayor for 2013/14 will give a report on his civic year.

Agenda item 5

Election of Mayor

One nomination was received, this was for Bill Grisdale proposed by Cllr Castle and seconded by Cllr Symmonds.

Recommendation: That Councillor Grisdale be elected as Mayor.

Agenda item 6

Election of Deputy Mayor

One nomination was received, this was for Sue Allcroft proposed by Cllr Grisdale and seconded by Cllr Castle.

Recommendation: That Councillor S Allcroft be elected as Deputy Mayor.

Agenda item 7

Committee Appointments

The proposed committee membership will be tabled at the meeting; this takes into account the preferences of councillors.

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 (agenda item 7) 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.

Recommendation: That the Outside Body appointments are approved.

Agenda item 10**Dates of Meetings**

A draft schedule of Council and Committee meetings was considered at the last Council meeting and agreed for approval at this meeting. The use and availability of the Council Chamber and Committee Room at 1 Clayport Street is likely to come to an end later this year and in the light of this, some adjustment to dates may prove necessary.

Recommendation: That the Council and Committee dates are approved but it be recognised that they may need to be adjusted depending on venue/room availability.

Agenda item 13**Neighbourhood Plan Update**

An update will be given on the drafting of the plan. In addition to the neighbourhood plan, a community action plan is being prepared, this action plan contains actions of a non-planning nature that have been raised in consultation exercises. Inevitably, the community action plan will propose that the Town Council leads on, or is a partner in a large number of issues. It is important that the Council has the ability to consider this action plan in advance of the final consultation to ensure that it is agreeable to the proposals. It is expected that the community action plan draft will be available in about 2 weeks' time and there will be a short timeframe available for consideration. It is suggested that once the community action plan is available, a working group to which all councillors are invited be arranged, to consider and agree the Council's role and responsibilities.

Recommendation: That the update be received and a working group meeting, to which all councillors be invited, be held to consider the Community Action Plan and delegated power be given to the Clerk in consultation with the Mayor and Deputy Mayor to make any necessary response.

Agenda item 14**Town Council Town Centre Office Accommodation**

The Town Council has previously expressed a desire to have a town centre presence in Alnwick which would be accessible to the public and budget provision of £5,000 was made in this financial year. Last week, Northumberland County Council informed the Town Council that a room (Room 5 on the first floor) was becoming vacant in The Centre, Fenkle Street at the end of May. The room which is currently occupied by Community Action Northumberland is small (about 10m²) and currently is used by 1 person. The exact rent is as yet unknown but will be in the region of £150 pm (£1800 pa), with business rates on top. To use the room a business phone line with broadband will need to be connected, this could cost an estimated £600 pa. Other costs will arise from the need for office furniture, a computer and filing cabinets. The Centre has a caretaker and an intercom system for access. Consideration is being given to having a receptionist in the building but if this comes about it will be at an additional cost to users. The other users in the building are The Registrar's Service and Lionheart Radio; there are also proposals to relocate NCC Public Protection staff into the building. The Building does have meeting rooms which can be booked by users at an additional cost (on an hourly rate). The Town Council has been informed that there is no space available at the NCC Greenwell Lane offices and the future of 1Clayport Street is unclear. It is the Clerk's view that for modest expenditure, this room would offer a town centre base for the Town Council.

Recommendation: That subject to being able to agree acceptable terms, the Town Council agree to take on a licence of Room 5 at The Centre Fenkle Street,

Agenda Item 15

Draft 2013/14 accounts

The Clerk will update the meeting on progress regarding the production of the 2013/14 accounts. Draft Accounts will be tabled.

From the 2013/14 budgets a number of specific expenditure items/projects were not completed during the year, it is therefore recommended that these are carried forward into 2014/15 and the budgets adjusted accordingly. These items are listed below:

| | |
|--|---------|
| Cemetery Committee | |
| Building Repairs - Pointing | £2750 |
| Finance and Policy Committee | |
| Mayor's Chain Updating | £500 |
| Neighbourhood Plan | £2000 |
| Town Team - Contribution to scheme | £500 |
| Recreation and Amenities Committee | |
| Festival Town consideration | £4500 |
| Town Promotion - leaflet project | £1000 |
| Notice Boards | £3850 |
| Allotment Water Supply Ratten Row | £2500 |
| Play Area Replacements – Cawlege View, Glovers Green | £10,000 |
| Peter's Mill Bridge Project | £500 |

Recommendation: That the draft accounts be noted, and the carry over expenditure into 2014/15 be agreed.

Agenda item 18

Correspondence

The following correspondence has been received since the last meeting:

| Date | Detail | Action if any |
|------------------------|---|-------------------------------------|
| 16 th April | NCC – Transfer of Swansfield Park Play Area completed | To Note |
| 16 th April | CANNY News April 2014 | Available from the clerk on request |
| 17 th April | NALC e-news | Available from the clerk on request |
| 24 th April | NCC agenda for Parish Liaison Working Group | To be discussed at meeting |
| 25 th April | Public Consultation Event 6 th May at 6.30pm for Alnwick Bike Track Proposal | Councillors advised |

Recommendation: That the correspondence received be noted.

Agenda item 19**Financial Matters – Payments**

The following invoices have been received for payment (as at 2nd May); this list will be updated at the meeting, if necessary.

| | | |
|------------------------------------|-------------------|---|
| HMRC | £1,973.80 | Tax and NI |
| Wages Account | £6,000 | |
| Zurich Municipal | £8,088.67 | Insurance Renewal due 1 st June |
| npower | £338.44 | Cemetery Chapel (paid 1 st May) (13/14) |
| The Play Practice | £1908.46 | Basket swing replacement chains, shackles and fitting (13/14) |
| D Lowes Plant Hire | £686.40 | Allotment clearance/water supply Ratten Row (paid 1 st May) (13/14) |
| D Lowes Plant Hire | £282 | Water supply works Ratten Row |
| C3 imaging print and graphics | £2,136 | Feather Banners – Town Team project |
| Harrisons External Display Systems | £1126.16 | Lamp post Banners – Town Team project |
| Graciela Ainsworth | £1064.40 | War Memorial Survey |
| Petty Cash | £20 | Fuel |
| WR Batey | £133.27 | Certificate Frames £65.94, Postage £12.40, Equipment for Clean-up £26.95 (13/14), Padlocks £27.98 (13/14) |
| Argyle Planning Consultancy | £2614.50 | Neighbourhood Plan Consultancy (13/14) |
| Bold Environmental Ltd | £957.50 | Groundwater Audit for Cemetery |
| TOTAL | £27,329.60 | |

The following agreed payment is also due:

| | | |
|--------------------|--------|--------------------------|
| Mayor (as elected) | £1,000 | Annual Mayoral Allowance |
|--------------------|--------|--------------------------|

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

| | | |
|--------|---------|---|
| BT | £101.88 | Phone bills cemetery and cemetery lodge Paid 28 th April 14 |
| npower | £49.12 | Cemetery Store |

Recommendation: To approve and authorise the above payment amounting to £28,329.60 and to note the direct debit payments of £151.00.

Agenda item 20**Councillor Issues – Litter Bin Provision**

Councillor S Allcroft wishes to discuss litter bin provision in the Town. Some suggestions have been made for new bins but NCC say they do not have the resources to empty any more bins. Councillor Allcroft will be suggesting consideration be given to reviewing existing bin positions so that any bins that are rarely used are removed and re-sited or new bins provided at identified litter hotspots. She will propose that Town Councillors have an input into this process.