



Room 5, 27 Fenkle Street
Alnwick
NE66 1HW

Your Ref:

Our Ref: FC/3/2015

Dear Councillor

Clerk to Council

Bill Batey

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6th March 2015

The next meeting of the Council will be held on **Thursday 12th March 2015** in St James Church Rooms, Pottergate, 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. Presentation by Geoff Paul, NCC, on Economic Development in Alnwick
5. Minutes of the Last Meeting – 12th February 2015
6. Matters Arising
7. Mayor's Report
8. Minutes of the Committees
 - a) Planning, Highways & Transport Committee Meeting (12th February 2015)
 - b) Finance & Policy Committee (19th February 2015)
9. Assessment of Risks Report
10. Asset Register
11. Request for a Community Governance Review
12. Northumberland Flood Risk Strategy
13. Magna Carta Update
14. Draft Accounts and Expenditure plans -Mechanic's Institute
15. Correspondence
16. Feedback Local Multi-agency Crime Prevention Initiative Meeting
17. Financial Matters – a) Payments b) Direct Debits
18. Notes of Joint Meeting with NCC on 26th January 2015
19. 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 by Geoff Paul, NCC, on Economic Development in Alnwick**

At the request of the Council, Mr Geoff Paul, Director of Planning, Economy and Housing at NCC is attending the meeting to outline the approach to Economic Development in Alnwick. This will include the relationship with ARCH, how Alnwick fits in with the current economic development strategy, who is looking after Alnwick's interests, local procurement, and what role the Town Council can play to assist.

Agenda item 7**Mayor's Report**

An update on the mayor's diary can be obtained at <http://alnwickmayor.wordpress.com/>

Agenda item 9**Assessment of Risks Report**

At the last meeting of the Finance & Policy Committee a draft Risk Assessment report and action plan were discussed and agreed. It was recommended that full council approve the Assessment of Risks report and action plan at this meeting. A copy of the Risk assessment report and suggested actions is circulated with the agenda.

Recommendation: that the Risk Assessment Report and Action Plan be approved.

Agenda item 10**Asset Register**

At the last meeting of the Finance & Policy Committee a draft up-to-date Asset Register was considered. During the external audit in 2013/2014 the council had been asked to review and add to the information held on the asset register by the end of the financial year. A copy of the register will be circulated prior to the meeting.

Recommendation: That the asset register be approved.

Agenda item 11**Request for a Community Governance Review**

At the last meeting of the Finance & Policy Committee the committee agreed to recommend to the Council that NCC be requested to undertake a community governance review to consider changing part of the parish boundary between the parishes of Alnwick and Denwick Detached. Under the current boundary at the south of the town, the proposed housing development at Greensfield, the proposed sports facilities, the Extra Care facility and the new high school site all fall within Denwick Detached, and these developments all logically seen as part of Alnwick parish. Denwick Parish Council has indicated that they are happy for Alnwick Town Council to approach NCC to instigate the community governance review, to consider this. The next meeting of the Finance and Policy Committee will be looking as the possible boundary options in more detail.

Recommendation: To agree to contact NCC requesting a community governance review.

Agenda item 12**Northumberland Flood Risk Strategy**

NCC has developed a Local Flood Risk Strategy for Northumberland, which they are required to do by the Flood and Water Management Act 2010. The Strategy will be a key policy document which will set out how the County Council will manage flood risk across the County in the future.

Last year Alnwick Town Council fed in its views to help inform the development of the draft strategy. The draft strategy identifies key risk areas and objectives and measures with short, medium and long term actions for managing flood risk into the future.

NCC are now inviting views on the draft Strategy before it is submitted to the County Council's Overview Scrutiny Committee and Policy Board for approval later in 2015. The draft strategy and its supporting documents can be viewed online on the NCC website via the following link:

<http://www.northumberland.gov.uk/default.aspx?page=17422>

Comments are requested by Friday 24th April.

Recommendation: that comments are submitted to the Clerk by 31st March and a draft response is tabled at the next Council meeting.

Agenda item 13**Magna Carta Update**

At the last Council meeting, Councillors were reminded that 2015 marks the 800 year anniversary of the sealing of the Magna Carta and one of the 25 barons involved with the Charter was Eustace de Vesci from Alnwick. That meeting agreed that the Mayor and guest could attend The Lord Mayor's Reception in the Mansion House London on Tuesday 12 May with other representatives from the Magna Carta towns and villages. A working group of the Recreation and Amenities Committee has been putting together a draft programme of events (with partners) to mark the occasion, this will be discussed in more detail on the next Recreation and Amenities Committee on 26th March. These include:

- An exhibition at Bailiffgate Museum running from 19th May – 5th July including the display of a facsimile, translation etc. and an Exhibition at the Castle including the display of a King John seal
- Weekly events at the museum, including a talk by Peter Carter on 15th June (the date of the 800th anniversary)
- Local schools competitions around the Magna Carta theme, with entries being displayed in the Museum
- Planting an English Oak tree
- Purchasing a book on the Magna Carta (possibly to present to the local library)
- Undertaking a consultation event on or around Sunday 14 June. – this is being earmarked as the date for people to celebrate, debate or reflect on their liberties. (part of the national 'Libertea' events).

To enable the schools competition to be launched next week, Council are recommended to agree an overall budget for the celebrations. Whilst this could be done at the Recreation and Amenities Committee later in the month, an earlier decision will assist event organisation.

Recommendation: A budget of up to £750 be agreed for the 2015 Magna Carta celebrations.

Agenda item 14**Draft Accounts and Expenditure plans -Mechanic's Institute**

The Clerk will present the draft 2014/15 accounts for the Mechanic's Institute, prior to submission for audit and outline the expenditure plans for the coming year.

Recommendation: To agree the draft accounts and expenditure plans.

Agenda item 15**Correspondence**

The following correspondence has been received since the last meeting:

Date	Detail	Action if any
14 th Feb	Police – incident at Alnwick News, Alnwick North	Circulated to ward members
26 th Feb	Alnwick Spring Show - Copies of this year's schedule	Copies available for councillors
26 th Feb	Alnwick & District Choral Society – re grant award offered and subsequent change of plans	Councillors to consider at the meeting
2 nd March	Alnwick Cubscouts –request for funding towards centenary year (2016)	Councillors to consider at the meeting
5 th March	National Plant Monitoring Survey	Available from the clerk on request
5 th March	Alnwick Tourism Fair – 18 th March 10am– 2.30pm Willowburn	To note and attend if interested
5 th March	Temporary Road Closure U3129 Wagonway Road/Willowburn Avenue Alnwick, now taking place between 9 th and 24 th March	To note
6 th March	Carers Northumberland – Change of address to 107-109 Station Road Ashington	To note

Recommendation: That the correspondence received be considered.

Agenda item 17**Financial Matters –a) Payments**

The following invoices have been received for payment (as at 6th March); this list will be updated at the meeting, if necessary.

PAYEE	TOTAL PAYABLE	VAT ELEMENT	DESCRIPTION
HMRC	£2,116.87	£0	Tax/NI payment for Feb
Wages Account	£4,000	£0	
Alnwick Paint & Glass	£116.42	£19.42	Materials for seat repairs
CBS	£32.40	£5.40	Photocopying
Weasdale Nurseries	£1,394.69	£232.45	Trees for new cemetery area
BT	£85.20	£14.20	Internet bill for 27 Fenkle Street (Paid 6/3/14)
NFU Mutual	£1,925.94	£0	Clerk's pension contribution 14/15
Glasdon UK Limited	£115.22	£19.20	Replacement bin locks
Local Living (NE) Limited	£612.50	£0.00	Rent for Willowburn unit

Argyle Planning Consultancy Ltd	£1,740.00	£0.00	Neighbourhood Plan Co-ordinator fees (Oct-Dec 14)
The Northumberland Estate	£75.00	£0.00	Rent for Ratten Row allotments (Mar 1 st 2015 – Feb 29 th 2016)
NCC	£10,507.73	£1,751.29	Planting of planters/flowerbeds for 2014/15
NCC	£2,043.56	£408.71	Planting of hanging baskets for 2014/15
NCC	£150.00	£0	Rent for Fenkle Street,13/2-12/3
Janet Pibworth	£104.99	£21.00	Two external hard drives (£90.00) and mouse mat (£14.99) for office
Diamond Business Systems	£59.40	£9.90	Photocopier quarterly charge
James N McLean Ltd	£40.14	£6.69	Helmet and tools
Fife Plant Hire	£127.80	£21.30	Cemetery materials for headstone bases
TOTAL	£25,247.86	£2,509.56	

The following payments are now paid by direct debit and are reported for information			
BT	£81.09	£13.51	phone bills cemetery and cemetery lodge, paid 28 th Feb 15
BT	£24.37	£4.06	Fenkle Street phone bill, paid 23 rd Feb 15

Recommendation: To approve and authorise the above payments amounting to £25,247.86 to note the direct debit payments of £105.46

Financial Matters –b) Direct Debits

At present some but not all the Council’s utility bills (6 out of 12) are paid by direct debit. It is recommended by the Clerk that the Council agrees to the remaining utility bills not paid by direct debit to be paid in this way. This would apply to the electricity bill for the Cemetery Chapel, all the water bills (Ratten Row, Robertson’s Fountain and the Cemetery (2 bills)) and the internet services bill for Fenkle Street.

Recommendation: The Clerk sets up direct debits for the utility bills not currently paid in this way.