



ALNWICK TOWN COUNCIL

Room 5, 27 Fenkle Street
Alnwick
NE66 1HW

Your Ref:

Our Ref: FC/4/2015

Clerk to Council
Bill Batey
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Dear Councillor

3rd April 2015

The next meeting of the Council will be held on **Thursday 9th April 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. Minutes of the Last Meeting – 12th March 2015
5. Matters Arising
6. Mayor's Report
7. Minutes of the Committees
 - a) Planning, Highways & Transport Committee Meeting (12th March 2015)
 - b) Cemetery Committee (19th March 2015)
 - c) Recreation & Amenities Committee (26th March 2015)
8. Northumberland Flood Risk Strategy
9. Proposed Changes to the Constitution
10. Annual Audit Timetable
11. Proposed Agenda for next joint meeting with NCC
12. Proposed Dates of Meetings for 2015/16
13. Correspondence
14. Feedback Local Multi-agency Crime Prevention Initiative Meeting
15. Financial Matters – a) Payments b) Cemetery Refund
16. 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 7**Mayor's Report**

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

Agenda item 8**Northumberland Flood Risk Strategy**

As reported at the last Council meeting, 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.

NCC is inviting views on the draft Strategy before it is submitted to the Overview Scrutiny Committee and Policy Board for approval later in 2015. Comments are requested by Friday 24th April. A proposed draft response will be circulated by the clerk prior to the meeting.

Recommendation: To agree the Council response to the draft Northumberland Flood Risk Strategy.

Agenda item 9**Proposed Changes to the Constitution**

At the annual review of the Constitution held on 26th February, a number of changes to the constitution were suggested. A draft of the suggestions has been circulated with the agenda. One issue which has resulted in more than one view is the degree to which committees should be delegated the ability to respond to consultations/policy changes on behalf of the council, rather than the council approving such responses; and the procedure for determining how this happens. This will need to be discussed further at the meeting and if necessary the delegation scheme wording amended.

Recommendation: To discuss and agree the changes to the Constitution which should be implemented from the next Annual Meeting of the Council.

Agenda item 10**Annual Audit arrangements**

The external auditor has informed the Council of the following key dates for this year's annual return and audit.

Display notice about electors rights	18 th May to 31 st May
Make accounts available to public	1 st June to 26 th June
Submission of Annual Return	By 29 th June 2015
Completion of Audit	By 30 th September 2015

The annual return and final accounts will be presented to the Council on 12th May and then they will be sent to the internal auditor. Any feedback from the internal auditor will be given at the June meeting, prior to submission to the external auditor.

As the Council now has income and expenditure greater than £200,000 an interim review is required and an interim review questionnaire will need to be completed.

Recommendation: To note the Annual Audit timetable

Agenda item 11

Proposed Agenda for next joint meeting with NCC

The next joint meeting with NCC is due to be held on April 22nd at 2pm in the Mechanic's Institute. A draft agenda will be circulated prior to the Council meeting

Recommendation: To approve the draft agenda

Agenda item 12

Dates for Council and Committee meetings 2014/15

A draft list of Committee dates has been circulated with the agenda for consideration and then approval at the Annual Meeting of the Council.

Recommendation: That the proposed meeting dates be considered and finalised and then go forward to the Annual Meeting for approval

Agenda item 13

Correspondence

The following correspondence has been received since the last meeting:

Date	Detail	Action if any
13 th March	NALC -enews	Available from the Clerk on Request
25 th March	Thorndale House – request for donation	Refer to next Finance & Policy Committee
26 th May	NCC – copy of press release regarding county buildings in Alnwick	Meeting proposed with councillors and Neighbourhood Plan group – no date yet
27 th March	Details of Parish Group meetings in May (Rennington 21 st May at &7pm)	To Note
30 th March	NCC – possible transfer of equipment at Alnwick North play area to ATC (zip wire)	To be discussed at the next Recreation & Amenities Committee
31 st March	NCC – General Election- Notice of Election	Displayed on ATC Notice Board
2 nd April	NCC – outcome of Planning Review	Agenda on Planning Committee 9 th April – feedback to be given at Council meeting

Recommendation: That the correspondence received be considered.

Agenda item 15

Financial Matters –a) Payments

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

PAYEE	TOTAL PAYABLE	VAT ELEMENT	DESCRIPTION
HMRC	£2,192.61	£0	Tax/NI payment for March
Komplan	£869.17	£144.86	Play Area spare parts Allerburn Lea
Robson & Cowan	£560	£99.33	New Honda walk behind mower
Glasdon UK Ltd	£563.95	£93.99	2 new litter bins
Glasdon UK Ltd	£2,440.68	£406.78	3 new seats
Northumbrian Water	£1,621.71	£0	Water Bills, allotments, Cemetery (2) and Robertson's pant (Paid 7/4)
Petty Cash	£24.46	£4.07	Petrol and Candles for Cemetery
St James's Church Centre	£60	£0	Room Bookings 26/3 and 24/2
W R Batey	£6.36	£0	Stamps
J Pibworth	£59.10	£9.85	Printer ink £57.50 and photocopying (£1.60)
C Bowden	£600	£0	4 new wooden bin surrounds for cemetery and fixing
Wybone Ltd	£613.70	£102.28	4 new wire baskets for cemetery
C Bowden	£60	£0	Fixing New Council Notice Board
To below payment all relate to 2015/16			
NCC	£288	£0	Non-Domestic Rates Fenkle Street
NCC	£2,640	£0	Non-Domestic Rates Cemetery
NCC	£388	£0	Non-Domestic Rates Cemetery Chapel
Wages Account	£4,000	£0	
Institute of Cemetery & Crematorium Management	£90	£0	Annual Membership
Max Recycle	£1,231.20	£205.20	Trade Waste Cemetery 15/16
Max Recycle	£109.50	£21.90	Duty of Care Trade Waste 15/16
Northumbrian Water	£41.70	£0	Cemetery Sewerage Charge (half year)
TOTAL	£18,460.14	£1,088.26	

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

BT	£25.94	£4.32	Phone Bill Fenkle Street Paid 23 rd March
BT	£75.69	£12.61	Phone Bills Cemetery & Cemetery Lodge Paid 26 th March
npower	£83.31	£3.97	Town Hall Clock Paid 26 th March

Recommendation: To approve and authorise the above payments amounting to £18,460.14 and to note the direct debit payments of £184.94

b) Cemetery Refund

The County Council has recently agreed to make a contribution towards the running of the cemeteries that are managed by Local Councils. This is to reflect the fact that in parishes with a cemetery such as in Alnwick, local residents are paying for both the local cemetery (through the Town Council element of the Council Tax) and for other county-wide cemeteries (through the NCC element). A refund formula was agreed with local councils and amounts to £605.99 per

annum for Alnwick. This is backdated to 2009/10 so for the 5 year period the Town Council has received £3,029.96. A payment of £605.99 will also be paid in both 2015/2016 and in 2016/2017. It is suggested that the refund is held in balances and is put towards the 2016/17 cemetery budget.

Recommendation: To note the refund received and earmark it for the 2016/17 cemetery budget.