



ALNWICK TOWN COUNCIL

Room 5, 27 Fenkle Street
Alnwick
NE66 1HW

Your Ref:

Our Ref: FC/8/2015

Clerk to Council

Bill Batey

Tel: 01665 714922

Mobile: 07971 810267

Dear Councillor

7th August 2015

The next meeting of the Council will be held on **Thursday 13th August 2015** 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 by Inspector Paul Truscott, Northumbria Police
5. Minutes of the Last Meeting (9th July 2015)
6. Matters Arising
7. Mayor's Report
8. Minutes of the Committees
 - a) Planning, Highways & Transport Committee Meeting (9th July 2015)
 - b) Cemetery Committee (16th July 2015)
 - c) Recreation & Amenities Committee (23rd July 2015)
 - d) Finance & Policy Committee (30th July 2015)
9. Annual Return and Accounts 2014/15
10. Sustainable transport planning and implementation within Alnwick
11. Freedom of Information Act and Data Protection Policy
12. Consultation on Schools Proposal
13. Correspondence
14. Feedback Local Multi-agency Crime Prevention Initiative Meeting
15. Financial Matters – Payments
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 4**Presentation by Inspector Paul Truscott, Northumbria Police**

Paul Truscott, the Neighbourhood Inspector for Alnwick, from Northumbria Police, will make a short presentation to the Council and will answer questions on local crime and disorder issues.

Agenda item 7**Mayor's Report**

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

Agenda item 9**Annual Return and Accounts 2014/15**

The Council's internal and external auditors have completed the audit for the year ended 31st March 2014. The internal auditor's report has been sent out with the agenda.

The external auditors concluded that the information in the annual return is in accordance with proper practices and no matters have come to their attention giving cause for concern that relevant legislation and regulatory requirements have not been met. The external auditors have highlighted a minor issue in that that the comparative figures disclosed in section 1 of the Annual Return do not agree to the audited Annual Return for the year ending 31st March 2014 and they wish to draw this to the attention of the council so they do not occur again in future years. This related to the value of the council's assets which were restated following the production of a comprehensive register last year. Assets were added to the register that had not been included in previous years – the updated figures were restated by the Town Council on the 2014/15 return for 2013/14.

Recommendation: That the Annual Return for the Year ending 31st March 2015 be approved and accepted by the Council

Agenda item 10**Sustainable transport planning and implementation within Alnwick**

Councillor Swinbank has produced a paper on sustainable transport planning and implementation within Alnwick and connectivity with adjacent areas with an emphasis on pedestrian, limited mobility and cycling provision. A copy of the paper has been sent out with the agenda. Councillor Swinbank is proposing that a Working Group of the Full Council and other interested parties deemed appropriate by the group is set up to assess the current state of sustainable transport provision in and around Alnwick and to draw up recommendations for an integrated strategy and a prioritised delivery plan to move forward. It is proposed that the working group will report back to full Council with its recommendations.

Recommendation: To consider the proposal

Agenda item 11**Freedom of Information Act and Data Protection Policy**

From time to time the Council receives Freedom of Information requests. It is many years since the Council considered and adopted a Publication Scheme and considered its Data Protection Policy. The Clerk has updated the policies and these will be circulated prior to the meeting. The Publication Scheme sets out the information the Council will make available as a matter of course. It does not mean that other information will not be provided; simply the information listed in the scheme is readily available.

The Publication Scheme sets out the classes of information the Council has, or will make, available. Within each class is a list of documents or information. In general, correspondence sent or received by Councils and all information relating to private individuals is excluded throughout the scheme as this is personal data under the Data Protection Act 1988

There are seven different classes of information available:

- Class 1: Who we are and what we do
- Class 2: What we spend and how we spend it
- Class 3: What our priorities are and how we are doing
- Class 4: How we make decisions
- Class 5: Our policies and procedures
- Class 6: Lists and registers
- Class 7: The services we offer

Much of the information under the Scheme will be held on the Council's website and as such is provided free of charge.

The policy outlines the charges that will be made for actual disbursements incurred such as:

- Photocopying (10p per sheet black and white)
- Postage and packing
- The cost directly incurred as a result of viewing information.

Recommendation: To approve the updated Freedom of Information and Data Protection Policies.

Agenda item 12**Consultation on Schools Proposal**

Northumberland County Council has consulted with the Town Council on the proposals for schools in the Alnwick partnership (see Letter sent with the agenda). The consultation is open until 22nd October 2015.

Recommendation: to consider how the Council wishes to respond.

Agenda item 13**Correspondence**

The following correspondence has been received since the last meeting:

| Date | Detail | Action if any |
|------------------------|--|---|
| 15 th June | NCC – Annual Town & Parish Council Conference – 24 th Sept, West Hartford, Cramlington | Up to 2 Councillors to attend (sessions are either at 1pm or 6pm) |
| 20 th July | Alnwick Chamber of Trade – Audit of Public Space, - such an audit would be beneficial to the Town. | To consider |
| 25 th July | David Blackburn – details of scheme to paint boarded windows on derelict buildings to remove eyesores (scheme used in Berwick) | To circulate to councillors for discussion |
| 29 th July | Can - enews | Available from the Clerk on request |
| 31 st July | NCC – Core Strategy update | Considered by Planning Committee |
| 6 th August | NCC – free computer classes for beginners at Alnwick Library | To note |
| 7 th August | NALC - enews | Available from the Clerk on request |

Recommendation: That the correspondence received be considered.

Agenda item 15

Financial Matters – Payments

The following invoices have been received for payment (as at 7th August); this list will be updated at the meeting, if necessary.

| PAYEE | TOTAL PAYABLE | VAT ELEMENT | DESCRIPTION |
|-----------------------------------|---------------|-------------|--|
| HMRC | £2,779.65 | 0 | Tax/NI payment for July |
| Wages Account | £5,000 | 0 | |
| NCC | £138 | 0 | Hire of Northumberland Hall for Volunteers Fair |
| npower | £356.61 | £16.98 | Electricity Cemetery Chapel (paid 7/8) |
| L Spenceley | £47.94 | £7.99 | Replacement Grave Surround |
| Event Merchandising Ltd | £43.56 | £7.26 | Magna Carta Merchandise |
| WR Batey | £90.22 | £7.62 | £20.52 Postage, £48.64 Music Festival refreshments, £21.06, Music Festival gifts |
| Petty Cash | £46.50 | £6.67 | £6.48 Postage £40.02 Fuel |
| Harrison External Display Systems | £269.94 | £44.99 | Flags – Town Team |
| Azure | £40.76 | £4.56 | Leaflets/posters Volunteer Fair |
| Playdale | £66.00 | £11.00 | Replacement play equipment parts |
| BDO LLP | £960 | £160 | External audit fee |
| Norman Dunn | £200 | £0 | Internal audit fee |
| James N McLean | £40.78 | £6.80 | Supplies |
| Streetscape | £12,000 | £2,000 | New play area equipment Glovers Green |

| | | | |
|--------------------------|-------------------|------------------|------------------------------|
| Depot Hire Ltd | £228 | £38 | Skip Hire - cemetery |
| John Gray Ltd | £144 | £24 | Lawnmower Deck repairs |
| Thomas Sherriff & Co Ltd | £33.43 | £5.57 | Machine Parts |
| Thomas Sherriff & Co Ltd | £31.88 | £5.31 | Machine Parts |
| CBS World | £1.50 | £0.30 | Photocopying |
| St James Church Centre | £37.50 | 0 | Room Booking Access Meeting |
| St James Church Centre | £75.00 | 0 | Room Booking Council Meeting |
| TOTAL | £22,631.27 | £2,347.05 | |

| | | | |
|--|--------|-------|--|
| The following payments are now paid by direct debit and are reported for information | | | |
| BT | £84.51 | | Phone Bills Cemetery and Cemetery Lodge paid July 28th |
| BT | £25.40 | £4.23 | Phone Bill Fenkle Street paid 23 rd July |
| npower | £98.08 | £4.67 | Electricity Robertson's Fountain |
| | £83.11 | £3.96 | Electricity Cemetery Store |
| | £97.71 | £4.65 | Electricity Town Hall Clock |

In addition, it is proposed that authority is given to pay the agreed grants to the following festivals and events:

- a) Alnwick Spring Show £200 (£500 less £300 contribution to storage unit)
- b) Alnwick In Bloom - Amount to be determined (£2875 less £200 for the In Bloom Entry Fee and cost of Hanging Baskets provided by NCC, - invoice awaited)
- c) Alnwick Internal Music Festival – Amount to be determined (£4075 less £650 contribution to storage unit and cost of stall/stage erection by NCC – invoice awaited).

Recommendation: To approve and authorise the above payments amounting to £22,631.27 plus the agreed grants and to note the direct debit payments of £388.81