



Room 5, 27 Fenkle Street, Alnwick  
Northumberland NE66 1HW

Your Ref:

Our Ref: FC/3/2016

Dear Councillor

Clerk to Council

Bill Batey

Tel: 01665 714922

Mobile: 07971 810267

4<sup>th</sup> March 2016

The next meeting of the Council will be held on **Thursday 10<sup>th</sup> March 2016** 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 Mr Paul Leo, Head of Strategic Estates Programme, NCC
5. Minutes of the Last meeting – 11<sup>th</sup> February 2016
6. Matters Arising
7. Mayor's Report
8. Minutes of the Committees
  - a) Planning Committee Meeting (11<sup>th</sup> February 2016)
  - b) Finance & Policy Committee Meeting (18<sup>th</sup> February 2016)
9. Risk Management Register
10. Asset Register
11. Proposed Council Investment
12. New External audit arrangements for 2017/18
13. Assistant to the Clerk – Hours of Work
14. Correspondence
15. Feedback from outside organisations: - NCC Area Committee
16. Financial Matters – Payments
17. 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**

Mr Paul Leo, Head of Strategic Estates Programme, NCC will give a short presentation updating councillors on developments on NCC's property portfolio. Mr Leo will be accompanied by Mr Dave Campbell, Alnwick Town Champion (NCC property assets).

**Agenda item 7****Mayor's Report**

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

**Agenda item 9****Risk Management Register**

The Finance and Policy Committee considered the Risk Management register at their February meeting. Following the discussion, amendments were made and 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 10****Asset Register**

The Finance and Policy Committee considered the updated Asset Register at their February meeting. The document is now presented to Council for approval.

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

**Agenda item 11****Proposed Council Investment**

In December the Council approved a new Investment Strategy. Under the policy the Town Council currently could invest some of its reserve, around £16k has been suggested, instead of this being in a current account.

The Investment Working Group had undertaken work which was considered by the Finance & Policy Committee and their view is that the best option currently for investment was Rathbone Ethical Bond R Acc. Others funds offered slightly higher returns but with higher risk. The scheme is covered by the Financial Services Compensation Scheme. Finance & Policy Committee resolved to recommend that, should the Full Council decide to invest, the Committee would recommend that £16k be invested with Rathbone Ethical Bonds.

**Recommendation: The Council consider investing £16k in Rathbone Ethical Bonds**

**Agenda item 12****New External Audit arrangements for 2017/18**

This was considered by the Finance and Policy Committee in February. A new government scheme is being put into place in 2017/18. The Town Council need to decide by March 31<sup>st</sup> 2016

whether to go along with national arrangements or make their own arrangements. BDO will still be the Town Council's external auditors in 2016/17. The costs of the national scheme in 2017/18 will be the same as in 2016/17 ie £800. Finance Committee resolved to recommend to Full Council that the Town Council go with the new national external audit scheme in 2017/18.

**Recommendation: that the Town Council go with the new national external audit scheme in 2017/18.**

### **Agenda item 13**

#### **Assistant to the Clerk – Hours of Work**

At present the Assistant to the Clerk works for the council for up to 15 hours a week (2 days). She also works for other employers on the other days of the working week. From the beginning of April 2016 she will have the capacity to do a further day's work per week for the Town Council (potentially therefore 3 days). This would assist the administrative efficiency and operation of the council, and would for example enable more timely minutes to be prepared, more website updates etc. An additional day per week, with on costs would cost in the region of £4500. This could be accommodated within existing budgets.

**Recommendation: The Assistant to the Clerk be employed for 3 days per week from 1<sup>st</sup> April 2016.**

### **Agenda item 14**

#### **Correspondence**

The following correspondence has been received since the last meeting:

<b>Date</b>	<b>Detail</b>	<b>Action if any</b>
25 <sup>th</sup> Feb	NCC – Residents Festival Leaflets (12 <sup>th</sup> and 13 <sup>th</sup> March)	Available from the clerk on request
26 <sup>th</sup> Feb	NCC – Changes to Active Northumberland structure	To circulate to councillors
29 <sup>th</sup> Feb	Friends of Voerde/Alnwick – request for civic welcome for May 2016 visit	Agreed to do welcome event on evening of May 18 <sup>th</sup>
3 <sup>rd</sup> March	Alnwick resident – request for litterbin near to Robert Adam Court	To consider

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

### **Agenda item 15**

#### **Feedback from outside bodies**

In late 2014 it was agreed that outside body feedback would be given at either Committees or at Full Council by councillors who represent the Town Council on the various bodies. The list of outside bodies was divided up and it was agreed updates from the following organisations would come to Full Council.

- NCC Area Committee,
- LMAPS issues,

- the Mechanic's Institute and the
- Neighbourhood Plan Steering Group

At this meeting an update/review on the NCC area Committee meetings will be given.

**Recommendation: To receive the update**

**Agenda item 16**

**Financial Matters –Payments**

The following invoices have been received for payment (as at 5<sup>th</sup> March); this list will be updated at the meeting, if necessary.

<b>PAYEE</b>	<b>TOTAL</b>	<b>VAT</b>	<b>DETAIL</b>
HMRC	£2,673.89	£0	
Wages Account	£6,000	£0	
NFU Mutual;	£2,101.84	£0	Clerk's Pension annual contribution 2015/16
Standard Life	£436.79	£0	Assistant to the Clerk's annual pension contribution 2015/16
BT	£104.83	£12.47	Broadband Fenkle Street (Paid 25/2)
Local Living (NE) Ltd	£612.50	£0	Rent for Willowburn, Jan – March 2016
Northumberland Estates	£75	£0	Annual Rent Ratten Row allotments
Wicksteed Playgrounds	£309.88	£51.64	2 new swing seats (Allerburn Lea)
Robson & Cowan	108.60	£17.80	Lawnmower service
Playdale Playgrounds	£81.25	£13.54	Play equipment parts
C Bowden	£450	£0	Cemetery wall pointing
Northumbrian Water	£108	£0	Allotment survey fee, St George's
W R Batey	£54	£0	Stamps
J Pibworth	£71.99	£12	Printer Cartridge
Max Recycle	£135	£22.50	Trade Waste – Duty of Care (2016/17 budget)
<b>TOTAL</b>	<b>£13,323.57</b>	<b>£129.95</b>	

In addition at the last Finance & Policy Committee meeting it was agreed to award a grant of £100 to the Alnwick Junior Triathlon Club.

The following payments are now paid by direct debit and are reported for information		
BT	£32.14	Cemetery Lodge (paid 22 <sup>nd</sup> Feb)

**Recommendation: To approve and authorise the above payments amounting to £13,423.57 to note the direct debit payments of £32.14.**