



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

Your Ref:

Our Ref: FC/1/2017

Dear Councillor

Clerk to Council

Bill Batey

Tel: 01665 714922

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6th May 2016

The Annual Meeting of the Council will be held on **Thursday 12th May 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. Election of the Mayor
5. Election of the Deputy Mayor
6. Committee Appointments
7. Appointment of the Chairs and Vice Chairs of Committees
8. Appointments to Outside Bodies
9. Approving dates of ordinary meetings of the council and standing committees
10. Minutes of the Last meeting (14th April 2016)
11. Matters Arising
12. Presentation of Crime & Disorder Update by Inspector Paul Truscott
13. Draft 2015/16 Accounts
14. Minutes of the Committees
 - a) Planning Committee Meeting (12th April 2016)
 - b) Finance & Policy Committee Meeting (19th April 2016)
15. Correspondence
16. Feedback from: a) outside organisations - CoSH (Community Safety Hub – previously LMAPs) and b) NCC/Parish Councils meeting of 9th May
17. Financial Matters – a) Payments and b) Bank Account and Deed Box Authorised Signatories
18. Any Other Urgent Business

PRIVATE AGENDA ITEM

1. Co-option of new councillors – consideration of applications

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**Election of Mayor**

One nomination was received, this was for Alan Symmonds proposed by Cllr Sue Allcroft and seconded by Cllr Paul Allcroft.

Recommendation: That Councillor Alan Symmonds be elected as Mayor.

Agenda item 5**Election of Deputy Mayor**

One nomination was received, this was for George Mavin proposed by Cllr Grisdale and seconded by Cllr Patience.

Recommendation: That Councillor George Mavin be elected as Deputy Mayor.

Agenda item 6**Committee Appointments**

The proposed committee membership will be tabled at the meeting; this takes into account the preferences of councillors. It will be necessary to appoint the members of the Finance & Policy Committee after the appointment of chairs and vice chairs of the other committees (agenda item 7).

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 7**Appointments of Chairs and Vice Chairs of Committees**

Having appointed to the committees 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 8**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 agreed.

Agenda item 9**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.

Recommendation: That the Council and Committee dates are approved.

Agenda Item 13**Draft 2015/16 accounts**

The Clerk will update the meeting on progress regarding the production of the 2015/16 accounts. Draft Accounts will be tabled.

From the 2015/16 budgets a number of specific expenditure items/projects were not completed during the year, it is therefore recommended that these are carried forward into 2016/17 and the budgets adjusted

accordingly.

These items are listed below:

Cemetery Committee

Building Repairs – Pointing	£2,000
New Area	£5,500
Grounds Maintenance/Tree Works	£7,000

Finance and Policy Committee

Neighbourhood Plan	£2,500
Town Team - Contribution to scheme	£500
Project & Funding Officer Post	£12,000
Neighbourhood Plan project delivery	£10,000

Recreation and Amenities Committee

WW1 Trees/rose bed project	£500
Communication Project	£4,000
Allotment Water Supply Ratten Row	£1,700
Play Area Replacements	£7,000
Peter's Mill Bridge Project	£500

Recommendation: That the Draft Accounts be noted and the carry over expenditure into 2016/17 be agreed.

Agenda item 15

Correspondence

The following correspondence has been received since the last meeting:

Date	Detail	Action if any
18 th April	Alnwick Police - Neighbourhood Policing Team, invitation to meeting re new High School	Meeting 12 th May, Town Clerk to attend
19 th April	NCC- Notification of proposed works to Lion Bridge later in the year	Available from the clerk on request
20 th April	NCC Consultation on the Walking and Cycling Strategy – deadline 20 th May 2016	Being considered by Planning Committee 12 th May
28 th April	NHS - Press release about Maternity Services survey in Northumberland	Available from the clerk on request
3 rd May	CAN - Enews	To be circulated to Councillors
4 th May	Northumberland CVA Update	Available from the clerk on request

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 May); this list will be updated at the meeting, if necessary.

PAYEE	TOTAL	VAT	DETAIL
HMRC	£3,206.13	£0	Tax/Ni April 2016
Wages	£6,000	£0	Transfer to Wages Account
Janet Pibworth	£62.68	£0	Stamps £7.68, Planning Application fee £55
CBS World	£36	£6	Photocopying – Civic Awards
Grannies	£50	£0	Catering – Civic Awards
Town & Country Tree Surgeons Ltd	£3,960	£660	Tree Works Cemetery
J Turnbull	£150	£0	Mini Digger Training - assessment
CBS World	£10.08	£1.68	Printing – Civic Awards
Tim Kirton	£71.46	£0	Printing – Your Welcome Scheme
TOTAL	£13,546.35	£667.68	

In addition, the Finance & Policy Committee approved a grant payment of £500 to Alnwick Army Cadets.

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

BT	£29.65	£4.94	Fenkle Street Office (paid 21 st April)
BT	£42.79	£7.13	Cemetery Office (paid 26 th April)

Recommendation: To approve and authorise the above payments amounting to £14,046.35 and to note the direct debit payments of £72.44

- b) **Bank Account and Deed Box Authorised Signatories.** Following the various appointments at this meeting it may be necessary to amend the authorised signatories for various Council Bank accounts and the Bank Deed Storage Box

	Current Signatories
Main Council Account (2 signatures required)	Councillors, Griddale, Symmonds, S Allcroft, Patience and Moore
Wages Account (1 signature required)	Councillors, Griddale, Symonds, S Allcroft, Patience
Mechanics Institute (2 signatures required)	Councillors Griddale, Symmonds and Harrington
Deed Storage (1 signature required)	Councillor Griddale, Town Clerk and former Councillor K Gray.

IN PRIVATE

Agenda item

Co-option of new councillors – consideration of applications

Recommendation: That pursuant to Section 100A (4) of the Local Government Act 1972, the public be excluded from the meeting during consideration of this item of business, on the grounds that if members of the public were present during the discussion of these items there would be disclosure to them of exempt information as defined in Section 100 1 and paragraphs 1 and 2 of Part 1 of Schedule 12A of the Act.