



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

Your Ref:

Our Ref: FC/9/2017

Dear Councillor

Clerk to Council

Bill Batey

Tel: 01665 714922

Mobile: 07971 810267

8th September 2017

The next meeting of the Council will be held on **Thursday 14th September 2017** 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. Update from Alnwick Police
5. Mayor's Report
6. Minutes of the Last Meeting (10th August 2017)
7. Matters Arising
8. Local Transport Plan Priorities 2018/19
9. Updates a) Tour of Britain, b) Civic Visit to Time Kommune, Norway and c) Business Forum event 22nd August
10. Minutes of the Committees
 - a) Planning Committee Meeting (11th August 2017)
 - b) Finance & Policy (17th August 2017)
11. Correspondence
12. Financial Matters – a) Payments b) Bank Account
13. Feedback from Alnwick Town Team
14. Any Other Urgent Business

In Private

1. Approval of Private Minutes from 13th July 2017
2. Co-option of new Councillors
3. Gallery Youth Funding Agreement

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 5**Mayor's Report**

The Mayor will give his monthly report.

Agenda item 8**Local Transport Plan Priorities 2018-19**

Recommendations will be made for the top three town council priorities, which will be submitted to NCC for possible inclusion in the 2018/19 Local Transport Plan. The recommendations will come from the Planning, Highways and Transport Committee earlier in the evening.

Recommendation: To agree the Local Transport Plan submission

Agenda item 9**1. Updates a) Tour of Britain, b) Civic Visit to Time Kommune, Norway and c) Business Forum event 22nd August**

- a) Tour of Britain – The Tour of Britain event through Alnwick appeared to go successfully. The Tour Council ran a shop window completion which was entered by 24 businesses (some additional ones also dressed their windows on the day), bunting was hung on the main part of the town route and we placed a number of bicycles (8) around the town, these were spayed in event colours by the Gallery Youth Project.
- b) Following discussions at the Finance & Policy Committee, the Civic visit to Time Kommune to mark over 30 years of twinning, will take place from Friday 6th October to Sunday 8th October and will involve, Councillor George Mavin (Deputy Mayor), Councillor Charles Westerdarp and Bill Batey (Town Clerk).
- c) The Project & Funding Officer will give a verbal report on the Business Forum event.

Recommendation: To receive the updates.

Agenda item 11**Correspondence**

The following correspondence has been received since the last meeting:

Date	Detail	Action if any
7 th Aug	NCC – invitation to Annual Local Council conference 5 th Oct. 2.30pm – 6.00pm County Hall	To determine attendance
15 th Aug	NCC – joint meetings with Parishes- The North Northumberland one is scheduled for 19 th October (venue tbc)	To determine attendance
28 th Aug	Alnwick in Bloom – invitation to attend Northumbria in Bloom presentation awards 13 th September in Gateshead.	Assistant to the Town Clerk to attend
22 nd Aug 29 th Aug & 6 th Sept	NALC -enews	Circulated
5 th Sept	Highways England – A1 preferred route announcement	To circulate to councillors

6 th Sept	Local Living – Willowburn Lock up – option for user groups to move to alternative storage unit opposite existing	To support
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Recommendation: That the correspondence received be considered.

Agenda item 12

Financial Matters – a) Payments

The following invoices have been received for payment (as at 8th September); this list will be updated at the meeting, if necessary.

PAYEE	TOTAL	VAT	DETAIL
NCC	£39,141.44	£0.00	Wages/Tax/NI costs April – July incl.
AGS Safety & Security Ltd	£21,367,.20	£3,561.20	New Town CCTV system
Northumbrian Water	£88.00	£0.00	Water Rates Cemetery Lodge
NCC	£2,192.16	£365.36	Stall/Stage erection/removal foe music festival (deducted from their grant)
Viking	£413.18	£50.19	Stationary £301.18 , Stamps £112
WR Batey	£1,558.08	£12.03	Refreshments Business Forum £72.21 Norway (Town Twinning)– accommodation and flights £1,485.87 (for 3)
Grannies	£100.00	£0.00	Buffet, Business Forum 22/08/17
CBS Ltd	£66.00	£11.00	Business Cards
St James’s Church Centre	£78.50	£0.00	Room Booking 23/05/17
St James’s Church Centre	£68.50	£0.00	Room Booking 22/08/17
St James’s Church Centre	£75.00	£0.00	Room Booking 13/7/17
Playdale	£1,769.00	£294.83	Play area parts
Sportsworld (NE) Ltd	£139.20	£23.20	Printing of CCTV signage
Diamond Business Systems	£59.40	£9.90	Quarterly charge photocopier
Northumberland Estates	£10.00	£0.00	Licence Fee – Bus Shelter
WR Batey	£162.45	£0.00	Car Mileage 1 st April – Sept 3rd
T Kirton	£36.00	£0.00	Car Mileage 1 st April – Sept 3rd
J Pibworth	£225.00	£0.00	Car Mileage 1 st April – Sept 3rd
HCI Data	£69.90	£0.00	Website Domain name renewal
TOTAL	£67,619.01	£4,327.71	

Cheques were also paid to Thompsons Opticians (£100), The Beehive (£75) and Simply Flowers (£50) being the winning entries in the Tour of Britain Shop Window competition.

The first cheques for 2017/18 are due for the three establishments receiving funding under the 'Your Welcome' scheme (Costa, The Blue Bell and The Queens Head) these will be for £250 each. In addition unpresented cheques still exist from 2016/17 from two establishments, as these are now out of date, it has been requested that they are re-issued by the Town Council.

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

BT	£84	£14.00	Fenkle Street – Broadband (31/8)
BT	£55.24	£9.21	Cemetery Lodge
BT	£34.20	£5.70	Fenkle Street
Nest	£579.94	£0.00	Pension contributions for August
O'Brien	£103.20	£17.20	Trade Waste August (14/9)
Northumbrian Water	£851.51	£0	Water Bills, Allotments, Cemetery and Robertson's Fountain

b) Bank Account

The Council has previously operated a separate bank account for Wages; on a monthly basis money was transferred into the account (approved by Full Council) and then wage payments are made, with a councillor as authorised signatory approving the individual payments, from that account. However the Town Council does not now operate its own payroll, this is now done by NCC. NCC has said they will invoice us monthly, although the first invoice which appears on this agenda is for 4 months. Given the current arrangements, there seems little point in continuing to hold a separate wages account. Invoices when received and approved could be paid from the main account. In the circumstances, it is recommended that the Wages Account be now closed and the balance transferred to the main Town Council account.

Recommendation: a) To approve and authorise the above payments amounting to £69,344.01 and to note the direct debit payments of £1,708.09. and b) to agree to close the Wages Account.