



**Minutes of the Finance & Policy Committee meeting held on  
Thursday 19<sup>th</sup> October 2017  
at the St James's Church Centre, Pottergate, Alnwick at 7.00pm**

**Present:** Councillors S Allcroft (Chair), P Broom, J Humphries, G Mavin, M Swinbank, A Symmonds, G Watson and L Wearn.

**In attendance:** W Batey, Chief Officer and Town Clerk; J Pibworth, Assistant to the Town Clerk; T Kirton, Project & Funding Officer.

**FP 17/18 Apologies**  
Councillors Castle, Grisdale and Patience.

**FP 17/19 Declarations of Interest**  
None.

**FP 17/20 Matters Arising not on the agenda**  
17/12 Councillor Wearn asked if any update regarding the civic flagpole. The Town Clerk advised that he had asked for a meeting with Mark Ketley.

**FP 17/21 Budget update 2017/18**  
The Town Clerk went through the circulated budget as at 18<sup>th</sup> October 2017 reminding councillors that the text in red was the 2016/17 carried forward which had been added to the 2017/18 budget.

He highlighted the following lines of expenditure:

ADMINISTRATION – on budget.

INSURANCE – the figure for the council van will be separated out.

NEIGHBOURHOOD PLAN – over budget as some additional expenditure for referendum and 'made' version of the Neighbourhood Plan.

TOWN TWINNING – will use up to £500 for the Erasmus project reception at Northumberland Hall on October 24<sup>th</sup>.

GRANTS - £1,000 allocated so far (NTC £500 and Mental Health project £500 which has now been successful with its bid for funding to Sports England).

He reminded councillors that money (up to £5k) had been promised to The Playhouse and that a meeting was being arranged to discuss this.

Councillor Symmonds asked if they could be reminded that the funding was for use for essential running of The Playhouse.

POSTAGE – stock of stamps purchased at £112.

ELECTION COSTS – no expenditure to date.

N PLAN COMMUNITY ACTION PROPOSALS/OTHER COUNCIL PRIORITIES - £9,280.05 expenditure to date for two new bus shelters.

WILLOWBURN UNIT - 2 quarters rent paid to date (£500).

CCTV - £20,846.36 expenditure for new CCTV system. £5k also budgeted for future spend (£3k for replacement cameras and £2k for maintenance).

MISC/CONTINGENCY - £537.91 expenditure (St Thomas Close workshop £18.91, website domain £69 and legal fee for Gallery Youth £450).

**RESOLVED: To accept the budget update.**

**FP 17/22****Grant process 2017/18**

The Assistant to the Town Clerk issued draft copies of the Grant Criteria and Grant Application Form for review. She explained that the application form had been updated to request more information about the location of the organisation, the geographical area covered and how details of how previous grants had been spent. She advised that a press release would be sent to the Gazette and the criteria and application form for 2017/18 put onto the Town Council website.

Councillor Wearn asked if applicants could be asked to have matched funding.

Councillor Watson felt that applicants could be asked for a report on how the money was spent.

Councillor Humphries suggested that applicants could be asked for receipts.

Councillor Swinbank thought this might be too bureaucratic but that the report was a good idea.

The Town Clerk advised that a feedback form could be sent out with the cheque with a date for feedback to be received. He also asked councillors to submit any comments about the revised form by Monday 23<sup>rd</sup> October.

**FP 17/23****Update on a) CCTV, b) new bus shelters, c) Alnwick bus station, d) Willowburn Industrial Estate**

- a) CCTV - The Project & Funding Officer reported that a new camera had been installed at the bus station at a cost of £450 which to cover the area around Chapel Lane and Pizza Royale.

He advised that a demonstration of the CCTV system had been arranged for councillors at Alnwick Police Station on November 2<sup>nd</sup> at 1.00pm. He advised that another evening session would be arranged for those councillors unable to make this afternoon session.

He reported that good images were being collected and had been used by the police for recent incidents including window breakages and theft of a jacket from Hotspur 1364.

Councillor Broom asked if clarification could be obtained on the police use of the CCTV system.

Councillor Watson asked for confirmation that the camera images were sent to one location but not monitored. The Project & Funding Officer advised that the images are recorded on a hard drive which can then be viewed but that when police have their new PDA devices they may be able to view images at anytime.

Councillor Watson asked if in the future the Town Council could monitor the images live perhaps getting a grant to fund this. The Project & Funding Officer advised that there are laws which need to be complied with regarding monitoring of CCTV footage.

Councillor Allcroft felt it was important that this was discussed with the police.

Councillor Symmonds felt in bigger towns, monitoring would be taking place.

Councillor Swinbank asked if the cameras needed signage. The Project & Funding Officer confirmed that they did and that this had been done.

Councillor Swinbank asked if the bus station cameras had been connected to the new system. The Project & Funding Officer advised that this had not been done yet but that he would check with Arriva and report back.

The Project & Funding Officer advised that a request had been submitted to

NCC for a deployable camera to cover Chapel Lane and their decision is due next week.

The Town Clerk reported that there had been an incident outside No Limits Gym which may have been covered on the new CCTV system.

- b) Bus shelters - The Project & Funding Officer reported that stickers had installed on the new bus shelters at St Paul's School and Willowburn Avenue.

The Town Clerk advised that he was awaiting discussion with Cussins regarding the alternative location for the bus shelter.

Councillor Swinbank asked if the Town Council had been asked to take over the bus shelters in Taylor Drive. The Town Clerk advised that they hadn't.

Councillor Humphries felt a request for toughened glass be installed in any bus shelters by NCC before being handed to the Town Council.

Councillor Swinbank felt that it was important for the Town Council to have an input into the specification for any new bus shelters.

Councillor Broom asked if the Town Council would be responsible for cleaning the bus shelters. The Town Clerk advised that they would be and that this needed to be organised.

- c) Alnwick Bus Station – The Project & Funding Officer reported that progress had been delayed due to holidays but that a meeting had been arranged for November 2<sup>nd</sup> for Morrisons to present their initial proposals for the bus station.

The Town Clerk asked who would attend the meeting. Councillor Swinbank advised that Councillors Castle and Moore and himself would be attending. The Town Clerk advised that the Project & Funding Officer would invite all Finance & Policy Committee councillors to attend.

Councillor Broom asked if Morrison's could be asked about the current use of the Arriva building as he felt it could be better used.

- d) Office Accommodation – The Town Clerk reported that Councillor Castle had been working to allocate space to the Town Council in the Greenwell Lane building with NCC and had been advised that space could be available to look at in the next couple of weeks.

Councillor Allcroft asked if the costs were known. The Town Clerk advised that these had not yet been discussed.

**RESOLVED: To accept the updates.**

## **FP 17/24**

### **Town Twining Visit October 2017 – Learning points**

Councillor Mavin circulated a report on the Civic Visit to Time Kommune by himself, Councillor Westendarp and the Town Clerk in early October.

He reported that the community were involved in the decision making and encourage ideas from the public. He proposed that the Chairs of each Committee identify potential areas to focus on.

Councillor Swinbank explained that the bus station was in the Alnwick & Denwick Neighbourhood Plan with NCC as the Lead body for the Community Action Priority (CAP). He suggested all the CAPs in the Neighbourhood Plan where NCC are identified as the Lead could be reviewed.

Councillor Mavin suggested that the Town Council should identify the CAPs which are important to the town by identifying the priority CAPs for each committee.

Councillor Symmonds reminded councilors that there had been Action Planning days

held in the past when issues for the town had been discussed.

Councillor Wearn thought that there should be a meeting with the Chairs in the first instance focused on specific areas.

The Town Clerk advised that some of the CAPs had already been progressed including the bus station, Willowburn Industrial Estate and Economic Development.

Councillor Symmonds thought that NCC were waiting for Town & Parish Councils and the community to be involved.

Councillor Allcroft asked if the focus should be on individuals or committees.

Councillor Mavin advised that Committee Chairs should ask the County Councillors for a steer on the best direction.

The Town Clerk advised he would ask for an NCC update about the library and TIC.

Councillor Mavin thought that more surveys like the Housing Needs Survey would be useful for areas such as Youth Provision and Community Facilities

Councillor Allcroft suggested that costs to undertake such surveys were researched.

Councillor Humphries felt that files on the provision around Alnwick would be helpful.

Councillor Wearn said she was keen to get involved in Youth Provision work.

The Town Clerk explained that this was the first civic visit made by Alnwick Town Council in 10 years. There were a number of ideas which had come from the Time Kommune visit which might be useful in Alnwick including pop up restaurants and an international strategy for business networking.

Councillor Symmonds thanked Councillor Mavin for his report and thought there were benefits to making visits to twin towns.

Councillor Wearn felt that a press release on one area of the report would be useful.

**RESOLVED: For Committee Chairs to identify priorities for their committee and report back to the Full Council or Finance & Policy meeting and in the meantime to liaise with the County Councillors to ask for the best way to take these forward.**

## **FP17/25**

### **Any Other Urgent Business**

Councillor Mavin reported that responsibility for Tourist Information Centres (TICs) had been taken back from Active Northumberland to NCC and officer responsible is Paul Nichols. He felt that Paul should be invited to talk to the Town Council.

Councillor Symmonds reported that he had met with a business owner who had talked very positively about the Business Forum meetings. He had also said he would be happy to go into the high school to give careers advice to pupils.

The Assistant to the Town Clerk advised councillors of dates for their diaries:

Erasmus project - Civic Reception October 24<sup>th</sup> at 5.30pm and concert at 8pm

ADNP training – Thursday October 24<sup>th</sup> at 7.00pm at St James's Church centre

She also reported that the Blue Plaque for William Davison was due to be delivered the following week and that the unveiling would be on November 16<sup>th</sup>.

Meeting closed at 8.30pm