



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

Your Ref:

Our Ref: FC/4/2018

Clerk to Council

Bill Batey

Tel: 01665 714922

Mobile: 07971 810267

Dear Councillor

6th April 2018

The next meeting of the Council will be held on **Thursday 12th April 2018** 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. Minutes of the Last Meeting – 8th March 2018
5. Matters Arising
6. Mayor's Report
7. Minutes of the Committees
 - a) Planning Committee Meeting (8th March 2018)
 - b) Cemetery Committee Meeting (15th March 2018)
 - c) Recreation & Amenities Committee Meeting (22nd March 2018)
8. Updates on
 - a) Willowburn Industrial Estate Public Inquiry
 - b) Narrowgate Designs for Pedestrian Safety
 - c) Playhouse Community Hub:
 - d) Bus Station Meetings
9. Update from the County Council – Councillor R Moore
10. Constitution Review
11. Annual Audit arrangements
12. Correspondence
13. Financial Matters – a) Payments, b) Investments and c) Bank Reconciliation
14. 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 6**Mayor's Report**

An update from the Mayor will be given at the meeting.

Agenda item 8**Updates**

The Town Clerk will update on:

- a) the progress being made in preparation for the Willowburn Industrial Estate Public Inquiry which starts on 17th July,
- b) a request from NCC officers for some initial suggestions for improving Narrowgate for pedestrian safety; once options are identified they can be designed for consultation, and,
- c) a meeting with NCC Strategic Estates which also involving Councillor Swinbank, which outlined the Town Council concerns about the space allocated for County Council Services being placed into the Playhouse Community Hub.

The Project and Funding Officer will update on the Bus Station Meetings.

Recommendations: To receive the updates and decide the most appropriate way forward.

Agenda item 10**Consultation Review**

A Constitution Working Group meeting took place in February and a number of issues were considered, these are outlined in the Table below, together with recommendations.

No.	Issue	Recommendation
1.	Scope of Committees and Terms of Reference needs updating	Recreation & Amenities – add Town Signage, to list.
2.	There are a number of incorrect cross references and a small number of grammatical errors that should be corrected.	These amendments be undertaken.
3.	The Petty Cash float is now £100 not £50	Amend the amount
4.	Section 28 refers to the Power of Well-being. This has been replaced by the Power of Competence.	Reword the section to reflect legislation.
5.	Approved Absence is not referred to in the Constitution.	A section should be added at Section 13th outlining the procedure for approved absence

In addition, Councillor Allcroft has considered the current meeting timetable arrangements. At present having Planning Committee prior to a Council meeting makes for a long evening, particularly for Councillors on both. Councillor Allcroft has suggested another option for councillors to consider. This is for the Council Meeting to have its own night (normally the 2nd Thursday in the month), starting at 6.30pm and for the Planning Committee to be held monthly starting at 6.00pm and to be before the cemetery committee or finance committee (depending

on the month), which would start at 7.15pm. The calculations she has undertaken to demonstrate this, are circulated with the agenda

Councillor Allcroft outlines the main advantages of combining the Committee evenings as:

1. Allowing more time for presentations and the public in the Main Council meetings, and adequate time to debate issues without feeling the time pressures we have at present.
2. Shortening the evenings overall which would benefit both Councillors and staff.
3. Each of the evenings, would be shorter and therefore less likely for Councillors to lose their focus, as sometimes becomes inevitable after a very long evening of meetings.

She points out that there will always be exceptions to the rule and the occasional long meeting will occur, but overall we should all see a benefit.

Recommendation: To agree the constitution changes outlined in the Table and to consider the suggestion made by Councillor Allcroft. Once the Committee evenings are agreed, Officers will draft a new schedule of dates for agreement at the Annual Meeting.

Agenda item 11

Annual Audit arrangements

This year the Council's has a new external auditor, this is PKF Littlejohn LLP. They have informed the Council of the following key dates for this year's annual return and audit.

Key dates for the 2017/18 reporting season	
Deadline by which completed & approved AGAR and all applicable supporting documents must be submitted to us	Monday 11 June 2018
Statutory common period to be included in the smaller authority's period for the exercise of public rights	Monday 2 July – Friday 13 July 2018
Statutory deadline by which AGAR & signed external auditor report must be published by the smaller authority (this includes publishing on the smaller authority's website). The <i>Notice of Conclusion of Audit</i> must be published at the same time	Sunday 30 September 2018

The annual return and final accounts will be presented to the Council on 10th May and then they will be sent to the internal auditor. Any feedback from the internal auditor will be given at the June meeting, prior to submission to the external auditor.

As the Council has income and expenditure greater than £200,000 an interim review is required and an interim review questionnaire will need to be completed.

To meet the deadline for submission, which is earlier than in previous years, it is recommended that the June Council meeting is held on **Thursday 7th June 2018**

At the February Finance and Policy Committee, John Ainsworth was appointed at the Internal Auditor for 2017/18.

Recommendation: To note the Annual Audit timetable and to agree to hold the 2018 June Council meeting on 7th June.

Agenda item 12**Correspondence**

The following correspondence has been received since the last meeting:

Date	Detail	Action if any
9 th March	NCC – Transfer of Ownership of Speed Calming Sign on Clayport Bank to ATC	To Note, included in Asset Register and Insurance Schedule.
20 th /27 th March	NALC -news	Available from the clerk on request
21 st March	NALC – New national guidance on Investments	Refer to the next Finance Committee
22 nd March	Invitation to Launch of Headway Northumberland – Alnwick 13 th April	Details available from Clerk
28 th March	PKF Littlejohn – Audit arrangements	Incl. on this agenda
19 th March	CAN E News	Available from the clerk on request
29 th March	NCC – confirmation of funding of £676 pa for next 3 years towards cemetery charges	To Note
3 rd April	Alnwick Markets – Thursday market now on Fridays	To Note
5 th April	NCC – Green Dog Walker Scheme – Event in June	Refer to next Rec & Amenities Committee
5 th April	NCC – Monkhouse Terrace Residents parking permit scheme approved	To Note

Recommendation: That the correspondence received be considered

Agenda item 13**Financial Matters – a) Payments**

The following invoices have been received for payment (as at 6th April); this list will be updated at the meeting, if necessary.

PAYEE	TOTAL	VAT	DETAIL
2017/18 Budget			
Northumberland CC	£9,736.72	£0	Payroll Jan (paid 21/3)
Northumberland CC	£9,997.34	£0	Payroll Feb (paid 21/3)
Potts Print Ltd	£1,948	£0	Printing Tourist leaflet (paid 21/3)
E Walker	£2,240	£0	Tree Works Cemetery (paid 21/3)
Weasdale Nurseries Ltd	£447.29	£27.56	Trees Cemetery/ etc
Grasslands Ltd	£1,168.64	£0	Plants - Cemetery
Marmax	£522.00	£87.00	New Seat For Cemetery
W R Batey	£206.36	£14.89	£117 planning fee-flag pole, £89.36 play area parts,
Eclipse Translations Ltd	£484.80	£80.80	Tourism leaflet translation - Spanish
Northumberland CC	£10,004.85	£0	Payroll March
Bill Grisdale	£166.67	£0	Tourism Leaflet design translations
James McLean Ltd	£97.79	£16.30	Tools & Equipment

2018/19 Budget			
Initial Washrooms	£1,024.80	£170.80	Service items - Toilets
Northumbrian Water	£92.13	£0	Water Rates - Cemetery
ICCM	£90	£0	Annual Subscription
W R Batey	£71.10	£11.85	Litterpickers £71.10
TOTAL	£38,298.49	£409.20	

* Indicates LGA 1972 s137 Expenditure (Total £0.00)

The following payments are now paid by direct debit and are reported for information (all 2017/18 expenditure)			
BT	£37.98	£6.33	Cemetery Office Phone (paid 22/3)
npower	£62.46	£2.97	Town Hall Clock, (paid 16/4)
BT	£57.78	£9.63	Fenkle Street Office Phone (paid 28/3)
Northumbrian water	£143.88	£0	Water Bills Cemetery and Robertson's Fountain
NEST	£547.42	£0	Pension contributions March
British Gas	£19.97	£0	Cemetery Lodge Gas Boiler Policy (15 th March)

Recommendation: To approve and authorise the above payments amounting to £38,298.49 and to note the direct debit payments of £869.49.

b) Investments

The Council has a 1 year Time Deposit with Santander which matured on 24th March 2018. Following discussion with the Mayor and Chairman of the Finance and Policy Committee this was reinvested for a further 12 months attracting 0.6% interest.

Recommendation: To endorse the investment decision.

c) Bank Reconciliation

The Bank Reconciliation for Quarter 4, 2017/18 will be tabled by the Town Clerk

Recommendation: To approve the Bank Reconciliation.