



Council Offices, Greenwell Lane,  
Alnwick, Northumberland NE66 1HB

Your Ref:

Our Ref: FC/12/2018

Clerk to Council

Bill Batey

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Dear Councillor

7<sup>th</sup> December 2018

The next meeting of the Council will be held on **Thursday 13<sup>th</sup> December 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. Approval of the Minutes of the Last Meeting (8<sup>th</sup> November 2018)
5. Matters Arising
6. Mayor's Report
7. Feedback on County Council matters
8. Filling the Vacancy on the Finance & Policy Committee
9. Outside Body Representative – Investing in Alnwick
10. Alnwick Forum Consultation Event Feedback
11. Update on Vacant Properties in the Town
12. Councillor Matter – Councillor Swinbank – Proposed Motion on Climate Change Action
13. Minutes of the Committees
  - a) Planning, Highways & Transport Committee Meeting (8<sup>th</sup> November 2018)
  - b) Cemetery Committee (15<sup>th</sup> November 2018) incl. recommendation of Cemetery Fees for 2019/20 (Minute CEM 18/27)
  - c) Recreation & Amenities (22<sup>nd</sup> November 2018), incl. recommendation of Allotment Rents for 2019/20. (Minute RA 18/31)
  - d) Finance & Policy Committee (6<sup>th</sup> December 2018)
14. Correspondence
15. Financial Matters – a) Payments b) Grants and c) Bank Reconciliation
16. Any Other Urgent Business

### In Private

To approve the Private Minutes of the Last Meeting (8<sup>th</sup> November 2018)

### **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 on the mayor's diary will be given at the meeting.

### **Agenda item 7**

#### **Update on County Council matters.**

Councillors Castle and Moore will update the Town Council on County Council matters.

#### **Recommendation: To note the update**

### **Agenda item 8**

#### **Filling the Vacancy on the Finance & Policy Committee**

At the last Council meeting it was reported that Councillor Ainsley was standing down from the Finance & Policy Committee. This now leaves a vacancy on that Committee.

#### **Recommendation: That the vacancy be filled.**

### **Agenda item 9**

#### **Outside Body representative – Investing in Alnwick**

At the Council meeting in September 2018, the Council appointed Councillor Robbie Moore and Tim Kirton to be its representatives on Investing in Alnwick. Given his position on the Alnwick Forum, Councillor Moore feels that it may be more appropriate for another Councillor to be involved.

#### **Recommendation: That a replacement for Councillor Moore be considered.**

### **Agenda item 10**

#### **Alnwick Forum Consultation Event Feedback**

The Town Clerk will give an update on the consultation event which was held on November 17<sup>th</sup>. A further event is being planned for March 23<sup>rd</sup> 2019.

#### **Recommendation: To receive the update.**

### **Agenda item 11**

#### **Update on Vacant properties in the Town**

The Project and Funding Officer has recently completed his 6-monthly review of vacant properties in the Town (as part of the town centre action plan). He will present Councillors with an update. A copy of the summary is sent out with the agenda.

#### **Recommendation: To receive the update.**

**Agenda item 12**

**Councillor Matter – Councillor Swinbank – Proposed Motion on Climate Change Action**

Councillor Swinbank has prepared a background paper and proposed motion (sent with the agenda) which he wishes to put before the Council.

**Recommendation: To consider the proposed motion.**

**Agenda item 14**

**Correspondence**

The following correspondence has been received since the last meeting:

Date	Detail	Action if any
26/11	CAN news	Circulated
28/11	NALC news	Circulated
4/12	Resident – condition of the cobbles	To Discuss
5/12	NCC – consultation on charges for events	To Discuss

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

**Agenda item 15**

**Financial Matters a) Payments**

The following payments are due (as at 7<sup>nd</sup> December); this list will be updated at the meeting, if necessary.

PAYEE	TOTAL PAYABLE	VAT ELEMENT	DESCRIPTION
Viking	£77.95	£12.99	Stationery (paid)
Swarco	£362.66	360.44	Speed sign replacement solar panel (paid)
Blackshaws	£319	£53.17	Van Service (paid 27/11)
Petty Cash	£100	£16.67	Fuel for Van (paid
Royal Mail Group	£116.40	£19.40	Response Service Licence
Northumberland County Council	£4,485.21	0	Greenwell Lane Lease 29 <sup>th</sup> Oct - 24 <sup>th</sup> March
W R Batey	£285.04	£30.11	Remembrance Sunday refreshments, £27.10, Postage £100.44, Gifts -Remembrance Sunday £63, Alnwick Forum refreshments £39.60, photo frames for civic awards £54.90
Grannies	£50	£0	Refreshments Business Forum
Fife Plant Hire	£221.40	£36.90	Flags/Cement/Sand
Rix Petroleum	£671.48	£31.98	Gas oil
Team Valley Web Design	£600	£100	Website Hosting
Electratest (UK) Ltd	£108	£18	PAT testing at Cemetery & Office
Diamond Group	£7.01	£1.17	Printing Nov 18
James McLean	£267.67	£40.28	Materials and Safety Boots

Bill Grisdale Design	£259	£0	Alnwick forum Display Boards
Playdale	£393.95	£65.66	Play Area Parts
St James Church Centre	£85	£0	Business Forum Room Booking
Grannies	£100	£0	Remembrance Sunday Refreshments
Damp Detectives	£320	£0	Cemetery Lodge Damp survey
J Pibworth	£376.37	£52.73	Union Flag £87.47, Materials for Large Poppies £12, Bulbs for Alnwick in Bloom £276.90 (to be deducted from their grant)
<b>TOTAL</b>	<b>£9,206.14</b>	<b>£839.50</b>	

The following payments are now paid by direct debit and are reported for information			
BT	£35.96	£8.43	Phone Bills Cemetery (paid 28/11)
BT	£38.17	£6.36	Phone Bill Fenkle Street (paid 22/11)
BT	£51.24	£8.54	Quarterly Broadband Charge (paid 30/11).
NEST	£584.61	£0	Employer pension scheme contributions for November (paid 15/12)
British Gas	£22.55	£0	Gas HomeCare policy
Biffa	£111.48	£18.58	Trade Waste - Cemetery (paid 30/12)
Wave	£90.44	£0	Water -Cemetery Lodge.Store and Tap (paid 13/12)
Wave	£24.00	£0	Water -Cemetery Tap (paid 13/12)
npower	£13.01	£0.62	Cemetery Store (paid 16/11)
npower	£55.21	32.75	Cemetery Chapel (paid 16/11)

**Recommendation: To approve and authorise the above payments amounting to £9,206.14 and to note the direct debit payments of £1,026.67.**

**b) Grants**

The Finance and Policy Committee agreed grant payments to local organisations, at their meeting on 7<sup>th</sup> December. These payments will need to be authorised. The list of grants is contained in the Finance & Policy Committee minutes.

**Recommendation: To authorise the grant payments.**

**c) Bank Reconciliation**

The Clerk will circulate the latest bank reconciliation for approval.