



The Council Offices, Greenwell Lane,
Alnwick, NE66 1HW

Your Ref:

Our Ref: FC/6/2019

Clerk to Council

Bill Batey

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Dear Councillor

7th June 2019

The next Meeting of the Council will be held on **Thursday 13th June 2019** in St James Church Rooms, Pottergate, Alnwick at **6.30pm**. 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. Presentation by James Matthewson regarding Alnwick Alive & the Living Wage Campaign
5. Mayor's Report
6. Minutes of the Last Meeting (9th May 2018)
7. Matters Arising
8. Accounts 2018/19, a) Internal Audit report, b) Accounts and Accounting Statement, c) Mechanics Institute accounts.
9. Updates from the County Councillors
10. Report on Visit to Voerde – 40th Anniversary of Town Twinning
11. Updates on a) Armed Forces Week b) Narrowgate pedestrianisation including request for bunting, c) Heritage Action Zone funding d) Alnwick Town Junior Football Club Loan and e) NCC Feasibility study for Seasonal Alnwick Park & Ride Scheme
12. To Receive the Minutes of the Committees
 - a) Planning, Highways and Transport Committee (9th May 2019)
 - b) Recreation & Amenities Committee (23rd May 2019)
13. Correspondence
14. Financial Matters – a) Payments b) Bank Reconciliation
15. Any Other Urgent Business

In Private

1. Approve the Private Minutes of the Last Meeting (9th May 2019)

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 8**Accounts 2018/19, a) Internal Audit report, b) Accounts and Accounting Statement, c) Mechanics Institute accounts.**

a) The results of the recent internal audit will also be outlined. A copy of the auditor's report will be circulated with the agenda. b) Draft 2018/19 accounts were tabled and approved at the last meeting. The clerk will circulate the final version and the accounting statement. The Council must approve the Accounts and Accounting Statement and submit this to the external auditor before the end of June, c) The independent examination of the Mechanics Institute accounts has been completed and no issues were raised.

Recommendation: To a) consider the internal audit report, b) to approve the final accounts and 2018/19 accounting statement and c) to note the completion of the independent examination of the Mechanics Institute Accounts.

Agenda item 10**Report on Visit to Voerde – 40th Anniversary of Town Twinning**

Between 16th May and 19th May, the Mayor, Deputy Mayor and Town Clerk visited Voerde, our twin town in Germany to mark the 40th anniversary of the twinning. A verbal report will be given and a recommendation made to invite a small civic party from Voerde to come to Alnwick in 2020.

Recommendation: To consider the report and to agree to invite a small civic delegation from Voerde to Alnwick in 2020.

Agenda item 11**Updates on a) Armed Forces Week, b) Narrowgate Pedestrianisation including a request for bunting, c) Heritage Action Zone funding d) Alnwick Town Junior Football Club Loan and e) NCC Feasibility study for Seasonal Alnwick Park & Ride Scheme.**

a) Councillors are reminded that Armed Forces Week runs from 24th June – 29th June 2019. A flag raising ceremony will take place at the Column Field on Monday 24th June. Anyone wishing to attend should gather near to the flagpole at approximately 10.50am for an 11,00am ceremony. The lowering of the flag will take place at 4.00pm on Saturday 29th June. Anyone wishing to attend should gather near to the flagpole at 3.50pm. Both ceremonies will be followed by light refreshments.

b) The latest information from NCC is that the trial pedestrianisation scheme for Narrowgate is scheduled to start mid to late July. The Town Council has been approached by the Chamber of Trade about putting bunting up in the area, utilising the existing wires across the Bondgate Within and Narrowgate. Officers are looking at this possibility.

c) The Government recently announced a new £62 million fund to breathe new life into historic high streets across the country. £44 million of this funding will be to create dozens of High Streets Heritage Action Zones overseen by Historic England. Officers are in discussion with NCC officers regarding the possibility of submitting an Expression of Interest for an Alnwick High Streets Heritage Action Zone. An update will be given at the meeting.

d) It is understood that a new planning permission will shortly be granted for the proposed artificial pitch and clubhouse at Greensfield for Alnwick Town Juniors. This will then enable the Town Council to progress the approved loan of £190,000 to the Football Club. The Clerk will update councillors.

e) NCC have commissioned and received a feasibility study into a seasonal Park & Ride scheme for Alnwick. A copy of the report has been sent out with the agenda. The feasibility study was an action in the Car Parking Action Plan. The report suggests that a seasonal park & ride scheme will not be commercially viable.

Recommendation: To consider the updates.

Agenda item 13 Correspondence

The following correspondence has been received since the last meeting:

Date	Detail	Action if any
7 th May	Climate Action Northumberland – request for Town Council support to support the petition submitted to ask NCC to declare a Climate Emergency and to pursue a goal to reducing carbon emissions to zero by 2030.	To Consider
18 th May	Civic Voices – Announcement of High Street Heritage funding	Update on the agenda
22 nd May	NALC news -	To Circulate
28 th May	DCHS – request for funding to assist DCHS at national final of Magistrates Court Mock Trial Competition at the Royal Courts of Justice on 15 th June	To Consider
30 th May	Alnwick Markets – Thursday markets to resume on 13 th June	To Note
6 th June	NCC – Northumberland Local Plan, submitted for independent examination.	To Note

Recommendation: That the correspondence received be considered.

Agenda item 14 Financial Matters – a) Payments

The following invoices have been received for payment (as at 7th June); this list will be updated at the meeting, if necessary.

PAYEE	TOTAL	VAT	DETAIL
Viking	£187.00	£31.17	Stationary
Glasdon	£7,080.79	1,180.13	4 new seats, 8 new bins
Team Valley Webdesign	£172.80	£28.80	SSL Certificate for Website

W R Batey	£689.22	£22.45	Flights (3) for Twinning Visit £564.46, Refreshments Civic Awards £28.75, Twinning Gifts £36.97 + £5.98 + £53.06,
Chubb	£88.16	£14.69	Cemetery Fire Equipment Contract
Grannies	£60	£0	Refreshments Civic Awards
Paul Wood	£504*	£84	Peters Mill Millstone Base and fix Steel work
Mole County Stores	£190.96	£31.82	Equipment from Town Clean Up Fund
Royal Mail	£7.92	£1.32	Response Service returns
PD Quick	£45	£7.50	Twinning Civic Gift for Voerde
Fife Plant hire	£131.52	£21.92	Building Materials
Chris Bowden	£40	£0	Erect Harry Hotspur Sign
St James Church Centre	£362.50	£0	Room Bookings - £150 Council Meetings, £62.50 Civic awards, £150 Clerk Interviews;
Thomas Sherriff & Co Ltd	£185.34	£30.89	Tractor light switch replacement
Thomas Fattorini Ltd	£ 33.35	£6.67	New Collarettes for Mayors Chain
J Ainsworth	£450	£0	Internal Audit Fee
Diamond Group Ltd	£45.97	£7.66	Photocopying May
Chubb	£30.00	£5.00	Security System Work Cemetery
NCC	£5,400	£0	Office Rent March – Sept 19
South Road Tyres	£18.00	£3.00	Headlamp Bulb replacement
TOTAL	£15,722.53	£1,477.02	

* Indicates LGA 1972 s137 Expenditure (Total £504.00)

The following payments are now paid by direct debit and are reported for information			
Wave	£108.18	£0	Water – Cemetery Lodge - paid 12/6
Wave	£18.75	£0	Water – Cemetery Tap -paid12/6
BT	£77.75	£12.96	Greenwell Lane. This account now has a credit of £136.13
BT	£32.47	£5.41	Cemetery Office – paid 28/5
NEST	TBC	£0	Pension payments May 2019
Biffa	£122.88	£20.48	Cemetery Trade Waste May (paid 30 th June)
British Gas	£22.50	£0	Cemetery Lodge – Homecare Policy

Recommendation: To approve and authorise the above payments amounting to £15,722.53 and to note the direct debit payments of £385.53

b) Bank Reconciliation

The clerk will present the most recent Bank Reconciliation.