



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

Your Ref:

Our Ref: FC/5/2018

Clerk to Council

Bill Batey

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Dear Councillor

4th May 2019

The Annual Meeting of the Council will be held on **Thursday 9th May 2019** 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. Election of the Mayor
5. Election of the Deputy Mayor
6. Presentation by Abi Conway Chief Executive Northumbrian Citizens Advice Bureau
7. Committee Appointments
8. Appointment of the Chairs and Vice Chairs of Committees
9. Appointments to Outside Bodies
10. Approving dates of ordinary meetings of the council and standing committees
11. Minutes of the Last meeting (11th April 2019)
12. Matters Arising
13. Update from the County Councillors
14. Approval of Annual Governance and Accounting Return and Draft Accounts 2018/19
15. Minutes of the Committees
 - a) Planning Committee Meeting (11th April 2019)
 - b) Finance & Policy Committee (25th April 2019)
16. Constitution Amendments
17. Draft Vision, Mission and Objectives
18. Consultation on a more coordinated approach to the Town Centre
19. Alnwick Town Crier
20. Correspondence
21. Financial Matters – Payments
22. Any Other Urgent Business

In Private

Appointment of the new Chief Officer and Town Clerk

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 4**Election of Mayor**

One nomination was received, this was for Lynda Wearn. Lynda was proposed by Alan Symmonds and seconded by George Mavin

Recommendation: That Councillor Lynda Wearn be elected as Mayor.

Agenda item 5**Election of Deputy Mayor**

One nomination was received, this was for Geoff Watson. Geoff was proposed by Sue Allcroft and seconded by Gordon Castle.

Recommendation: That Councillor Geoff Watson be elected as Deputy Mayor.

Agenda Item 6**Presentation by Abi Conway Chief Executive Northumbrian Citizens Advice Bureau****Agenda item 7****Committee Appointments**

The proposed committee membership will be tabled at the meeting; this takes into account the preferences of councillors. It will be necessary to appoint the members of the Finance & Policy Committee after the appointment of chairs and vice chairs of the other committees (agenda item 8).

Recommendation: that the membership of the Cemetery Committee, Planning, Highways and Transport Committee, Recreation and Amenities Committee, and Finance and Policy Committee be approved.

Agenda item 8**Appointments of Chairs and Vice Chairs of Committees**

Having appointed to the committees it will be necessary to appoint a chairman and vice chairman of each committee. Nominations will be required at the meeting.

Recommendation: That Chairs and Vice Chairs of each committee are appointed.

Agenda item 9**Appointments to Outside Bodies**

A schedule of the existing outside bodies will be tabled at the meeting.

Councillor Mavin has suggested that there should be a change to the way outside bodies are considered and encouragement given to organisations to support more joint working.

At the AGM each year we look to make appointments to outside bodies, many of these are historical and most have arisen from organisations asking for a Councillor to sit on their management structure.

It is acknowledged that that these voluntary bodies provide an extremely valuable contribution in the town. However, it could be argued that the Town Council should be taking a more strategic approach in the choice of organisations it works with, or perhaps it should be encouraging similar organisations in the town, many of which do not have council representation, to work more closely together. It is likely that more could be achieved through greater cooperation and joint working.

Examples, of outside bodies, who have a similar direction or some shared objectives are:

- Economic Development - Alnwick Business Forum, Chamber of Trade
- Improving the Visual Environment - Alnwick in Bloom, Friends of the Earth, Loving Alnwick, Friends of Column Field, Alnwick Garden
- Major Tourist Attractions - Alnwick Castle, Alnwick Garden, Aln Valley Railway, Bailiffgate Museum, Barter Books, House Of Hardy
- Christmas Festivities - Christmas Lights, Alnwick Markets/Local Living, Christmas Lantern Parade, Lions Shop Window Competition, Chamber Of Trade Shop Local weekend
- Young People – Community @Ne66, Gallery Youth, Contagious

The Town Council has a representative on some of these organisations. Whilst in the field of sports and leisure the only Council outside body is Alnwick Town Juniors Football Club and this only arises because of the impending loan to the Club. The Town Council is not involved with other clubs or with the Alnwick and District Sports Council which has most of the Alnwick sports clubs as a member.

Recommendation: The existing memberships of outside bodies are continued for a two month period, to give time for a review of our outside body appointments. This review to include written feedback from councillors currently involved in outside bodies

As part of the review, it is suggested that:

- a) **The Council does not automatically provide a representative to individual outside body requests especially where they are one of a number providing similar or overlapping services.**
- b) **The Council should encourage organisations, with a similar focus, to have a shared Communication & Coordination Meeting once or twice a year, where the Council has a representative present, and feedback be given to the Council to provide Councillors with an overview of sectoral activities and initiatives.**
- c) **Consideration be given to create a Council budget to give contributions to cross-voluntary body initiatives.**

Agenda item 10

Dates of Meetings

A draft schedule of Council and Committee meetings is circulated with the agenda. This reflects the decision taken at the last meeting regarding the meeting timetable. Whilst a timetable for the full council year is included. It was agreed in April, that the timetable would be reviewed after 6 months (i.e. in October).

Recommendation: That the Council and Committee dates are approved and a review is undertaken at the October Council meeting.

Agenda Item 13

Approval of Annual Governance and Accounting Return and Draft Accounts 2018/19. A copy of the Annual Governance and Accounting Return (AGAR) will be circulated prior to the meeting. This needs to be approved as part of the external audit requirements.

Recommendation: That the Annual Governance and Accounting Return for 2018/19 be approved.

The draft accounts for 2018/19 accounts will also be circulated prior to the meeting for approval.

From the 2018/19 budgets a number of specific expenditure items/projects were not completed during the year, it is therefore recommended that these are carried forward into 2019/20 and the budgets adjusted accordingly. These items are listed below:

Cemetery Committee

Building Repairs incl. Pointing	£7,500
New Area	£14,500
Grounds Maintenance/Tree Works	£11,000

Finance and Policy Committee

Administration	£3,500
Town Team - Contribution to scheme	£500
CCTV	£10,300
Mayoral Gifts	£650
Council Priorities	£20,000
Grants	£500
Town Twinning	£500
Neighbourhood Plan	£1,200

Recreation and Amenities Committee

WW1 project	£6,450
Communication Project	£3,600
Water Supply Ratten Row Final Payment	£5,000
Play Area Replacements	£12,250
Peter's Mill Bridge Project	£500
Stage Parts	£2,000
Finger Posts/Bollards	£150
Robertson's Fountain	£6,350
Seats	£2,000
War Memorial	£2,250

Recommendation: That the Draft Accounts be approved and the carry over expenditure into 2019/20 be agreed.

Agenda item 16

Constitution Amendments

1. At the last meeting it was agreed to look again at the way in which committee minutes are approved. The Clerk has reviewed this and has received an input from Councillor Waton. It is suggested that the following changes are implemented:

- a) Draft minutes are circulated to all councillors as soon as possible after meetings
- b) Minutes are approved by the appropriate Committee at their next meeting
- c) Draft Committee minutes are tabled to be received at the next available Council meeting.

2. At present the Recreation and Amenities Committee is responsible for the Council's External Communication and it holds the budget for this. This is historical as the initial focus a number of years ago was on notice boards. It is suggested that given the wider focus now given to communication, External Communication sits more appropriately within the scope of the Finance and Policy Committee.
3. The Current Constitution does not include any reference to the recently formed Alnwick Forum and the more longstanding Town Team. It is recommended that these are matters which falls under the remit of the Full Council and "Agreeing all matters relating to the Alnwick Forum and the Town Team" is added to the list of Full Council functions.

Recommendation: That the above recommendations are agreed and the appropriate changes made to the Constitution.

Agenda item 17

Draft Vision, Mission and Objectives

At the last meeting a paper was circulated with the Council's draft vision, mission and objectives. It was suggested that changes be made to include leisure, reference to the Neighbourhood Plan and to make the style consistent. Changes have been made to incorporate these and a final version is tabled for approval.

Recommendation: That the Draft Vision, Mission and Objectives are approved.

Agenda item 18

Consultation on a more coordinated approach to the Town Centre

At the Alnwick Forum meeting on 30th April a paper was considered regarding the number of different Town Centre related multi-organisation groups and the possible duplication. Sitting underneath the Alnwick Forum, these include the Town Team, the Town Council's Town Centre Working Group and Investing in Alnwick. It was agreed to consult with local organisations regarding the best way to operate in the future, including addressing the recommendations arising from the recent visit to the town by Bill Grimsey. A consultation paper will be circulated prior to the meeting and comments are requested by 31st May 2019.

Recommendation: Councillors submit comments to the Project and Funding Officer by 31st May 2019

Agenda item 19

Alnwick Town Crier

The Town Team recently considered the lack of a Town Crier in the town and were keen to see if there was an appetite to fill this position. The last Town Crier and his Escort, the late Mr. and Mrs. John Stevens, were a very popular feature of the town and its tourism offer.

It was estimated that a budget of £5,000 would be needed, mainly to cover the costs of a new Livery and possibly membership of the Ancient and Honourable Guild of Town Criers. In total £5,000 has been secured/promised including £1,000 from the Town Council:

Alnwick Town Team:	£2,000
Alnwick Town Council	£1,000
The Alnwick Garden:	£700
Freemen of Alnwick:	£500 (Livery Badge)
Alnwick Lions	£500
Alnwick Rotary	£300

Total secured/promised: £5,000

However, since securing this funding, Mr. and Mrs. Steven's liveries, have been returned to the Town Council by his family. This does not however mean that the existing livery will be suitable for the new appointee, and it may be that spend on livery may still be required.

Mr. Stevens undertook the role as an unpaid volunteer and there was no hosting, management or responsibility on any organisation. It is common practice for a Town Crier post to be hosted by a Town Council: This is because as the Town Crier represents the town and its residents, this can help ensure a high standard at all times.

It is recommended that the volunteer position of Town Crier in Alnwick should be managed by Alnwick Town Council. If this is agreed, then the position would be added onto the Council's public liability insurance. This is unlikely this would increase our premium.

The Project and Funding Officer has been working with the other funders to agree a job description/terms of engagement and set up a suitable application process/competition to find a new Town Crier.

Recommendation: That the Town Council agrees to manage the new volunteer Town Crier post and includes the position on its Public Liability Insurance.

Agenda item 20 Correspondence

The following correspondence has been received since the last meeting:

Date	Detail	Action if any
25 th April	Coastal Care Volunteers – Activities for May	On Noticeboard
28 th April	Local resident – re grass areas in Chapel Lands and responsibility	Referred to NCC
30 th April	NALC e news	To Circulate
30 th April	Northumberland Estates – proposed relocation of Bike Track Car Park	Responded with Gallery Youth
30 th April	Northumberland Estates – proposed changes to footpath in Column Field	Referred to Planning Committee
1 st May	CAN Spring 2019 newsletter	Available from the Clerk

Recommendation: That the correspondence received be considered.

Agenda item 21 Financial Matters – a) Payments

The following invoices have been received for payment (as at 4th May); this list will be updated at the meeting, if necessary.

PAYEE	TOTAL	VAT	DETAIL
Protector Group	£733.08	£122.18	CCTV call outs (feb 2019) (2018/19 Budget)
NALC	£1,243.61	£0	Annual Subscription

Gordon Wilson Ltd	£192	£32	Play area sign – metal straps for fitting
Landscape Supply Company	£3,161.49	£526.92	Equipment for Town Clean up's
Consortium	£384.84	£64.14	Kids Litter picking kits
Mole Country Stores	£190.97	£31.83	Trugs, wheelbarrows
J Pibworth	£570.89	£95.14	Planting materials £61.90; Litter scoops £20, Leaf Blower £189.99, Push sweeper £299.
W R Batey	£1,104.92	£191.15	Stihl Strimmer £638.40, First Aid kits £13.98; Hivis £242.69, Bin Bags £251.82
Diamond Business Systems	£22.11	£3.68	Photocopying April
TOTAL	£7,603.91	£1,067.04	

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

BT	£30.77	£5.13	Cemetery Office (paid 28 th April
BT	£70.62	£11.77	Greenwell Lane – Nothing to pay- we have a £213.88 credit on this account.
Biffa	£98.30	£16.38	Trade Waste Cemetery (30 th May)
NEST	£621.55	£0	Pension payments April 2019
British Gas	£22.55	£0	Homecare Policy – Cemetery Lodge
npower	£423.31	£20.15	Robertson's Fountain (3 rd May) 18/19
Bank Charges	£33.82	£0	For 13 th March – 14 th April 2019

It is recommended the following two grants are paid, The Alnwick Spring Show £200 and Loving Alnwick £500 (towards the Alnwick Guides scheme – as agreed by the last Finance & Policy Committee.

Recommendation: To approve and authorise the above payments amounting to £8,303.91 and to note the direct debit payments of £1,300.92.