

**Minutes of the meeting of the Council held on
Thursday 7th June 2018
in St James Church Rooms, Pottergate, Alnwick at 7.15pm**

- Present** Cllrs A Symmonds, S Allcroft, P Broom, M Harrington, J Humphries, M Swinbank, G Watson, L Wearn and C Westendarp.
- In attendance** W Batey, Town Clerk & Chief Officer; T Kirton, Project & Funding Officer (minutes).
- C18/21 Questions from the Public**
None.
- C18/22 Apologies for absence**
Cllrs Edge, Grisdale, Patience, Mavin and Castle.
- C18/23 Declarations of Interest**
None.
- C18/24 Mayor's Report**
A memo had been previously circulated advising of the Mayor's forthcoming activities; the Mayor expressed his hope that other councillors would also be able to attend the various activities.
- C18/25 Minutes of the last meeting (10th May 2018)**
RESOLVED: The minutes of the Full Council meeting held on 10th May 2018 were agreed as a true record.
- C18/26 Matters arising**
None.
- C18/27 2017-18 Accounts and Accounting Statement**
The Town Clerk advised that the accounts were being brought back tonight for approval following the Internal Audit. Everything the Internal Auditor had checked was satisfactory and there was no need for any matters to be referred to the External Auditor. However, two recommendations had been made:
1) That the Assistant Town Clerk check invoices to add another layer of checks so that the level of audit is over 50%
2) That bank reconciliation is done monthly and reported back to the Council quarterly with increased reporting to the Council to, say, six times per year.
The Town Clerk recommended these actions be accepted.
The Internal Auditor had also identified a possible underpayment of the Assistant Town Clerk's wages, the County Council having paid her for a working week (3 days) rather than the extra 7 days requested by the Council.
RESOLVED: To accept and implement the recommendations made by the Internal Auditor.
The Town Clerk reported that on page 2 of the Accounting Statement, some figures are skewed; because the Investment Bond was for more than one-year last year it was

included in Box 9; as it is now a 1 year investment it goes into Box 6, resulting in an impact on the balance carried forward which includes the Fixed Term Deposit for Swansfield Park Play Area.

The third page detailed the variance from 2016/17; in previous years a 10% variance needed to be explained but from this year the variance threshold has risen to 15%.

RESOLVED: To approve the 2017/18 Accounting Statements and submit to the External Auditor.

C18/28 Updates from County Councillors

Neither County Councillor was present at the meeting.

C18/29 Updates on a) Civic Events, and b) Town Team and Business Forum meetings

Civic events: Armed Forces Week will take place from June 25th when the Armed Forces flag will be raised on the Northumberland Fusiliers Museum, to June 30th when it will be lowered at 4pm.

The Bryne Band will be visiting Alnwick from June 22nd and have asked for a Civic Reception which will take place the following day, Saturday 23rd June. They will play in the Market Place from 4pm to 5pm that day.

The Town Council has also been approached to organise a Civic Party from Voerde in mid-August; all Town Councillors will receive invitations to this.

Town Team: The Project and Funding Officer reported on the most recent meetings of the Town Team, held on 4th April and 2nd May:

The Chamber of Trade (CoT) and the Council have undertaken surveys on empty shops/offices with a view to helping to find occupants. This was reported to the Town Council's Town Centre Working Group in May.

A bollard painting night was held on Monday June 4th; 20 volunteers from ATC, CoT and The Church of the Latter Day Saints attended. A further bollard painting evening will be held on the 19th.

The Town Team has agreed to fund half the costs of another run of 5000 copies of the CoT Good Food Guide. The CoT is also proposing to produce a "Shopping Guide" for Alnwick with a full list of the 71 shops by type and are building an "Alnwick Shopping" website.

Local Living had reported that Graeme Nicholson has been appointed the new Markets Manager. April's markets were far better attended than those in March. The move to a Friday market seems to be working and Saturday's market is looking healthy.

Linda Wood-Mitchell from the Chamber of Trade circulated copies of a leaflet about "Loving Alnwick", a not-for-profit Community Hub created to work in co-operation with other organisations and local residents, deploying a hands-on collaborative approach to enhance neighbourhoods and improve amenities.

Business Forum: The Business Forum met on May 22nd. In accordance with the Business Forum Questionnaire results, it focussed on the themes of social media and digital marketing and received presentations on both by Arch. 18 businesses attended (this was a specialist subject area), and there followed a lively Q&A session and informal networking. The next meeting will be held on August 21st when the local MP, Anne-Marie Trevelyan, will attend. At the Forum scheduled for November 20th it is proposed to present to delegates on how we can better promote Alnwick to businesses and ask for their views.

C18/30 Complying with the General Data Protection Regulations

It was agreed to move this item to the next meeting of the Council. The Town Clerk reported that NALC have very recently decided that Town Councils do not need to have a data protection officer. In the main the Town Council does not need to have GDPR consent from individuals; the allotment waiting lists for example are not covered by the new GDPR legislation however we will need the consent of businesses who are members of the Business Forum and this will be sought.

C18/31 Minutes of Committees

Minutes of the Planning Committee Meeting (10th May 2018) were tabled for approval.

RESOLVED: The minutes of the Planning Committee meeting held on 10th May 2018 were agreed as a true record.

Minutes of the Cemetery Committee Meeting (17th May 2018) were tabled for approval.

RESOLVED: The minutes of the Cemetery Committee meeting held on 17th May 2018 were agreed as a true record.

Minutes of the Recreation & Amenities Committee (24th May 2018) were tabled for approval.

RESOLVED: The minutes of the Recreation and Amenities Committee meeting held on 24th May 2018 were agreed as a true record.

C18/32 Correspondence

The following correspondence had been received since the last meeting:

Date	Detail	Action if any
11th May	WSP- re A1 preferred route - consultation	Clerk to complete with Chair of Planning
16th, 22nd, 24th May	NALC E news	Circulated
17th May	Proposed Additional Parking Places – Pottergate, deadline 14 th June	See below (i)
1st June	NCC – Planning, Details of Draft Local Plan consultation – 4 th July - 15 th August	To Note

- (i) **Car parking consultation, Pottergate:** The consultation has suggested additional car parking spaces at the north side of Pottergate; it is not yet known how many bays are proposed but they will be of a similar size to the existing bays on the south side of the road. Councillor Humphreys suggested that something be done about the current bays at the top of Pottergate; the Town Clerk advised that a proposal exists to re-mark these to maximise parking capacity. Councillor Watson said that the first bay on the south side of Pottergate, opposite the pant, should be removed as there was inadequate space between the pant and a parked vehicle for easy access by cars entering Pottergate.

RESOLVED: To write to NCC to support the proposals for new parking bays at Pottergate and to ask for the removal of the space on the south side of the road opposite the pant.

C18/33**Financial Matters - Payments**

The following invoices had been received/payments were due:

PAYEE	TOTAL	VAT	DETAIL
Mole Country Stores	£28.86	£4.81	Supplies
James McLean	£42.58	£7.10	Tools and Equipment
Chubb Fire and Security Ltd	£86.55	£14.42	Fire Equipment service – cemetery
Greenlay Grass Machinery Ltd	£17,400.00	£2,900	New Compact Tractor for Cemetery (invoice to be reduced by £6,000 for trade in)
Zurich Municipal	£5,567.46	£0	Insurance Premium
Zurich Municipal	£129.01	£0	Additional Insurance for new tractor
Cardiac Science	£234.00*	£39.00	New battery and pads for defibrillator
Diamond Business Systems	£59.40	£9.90	Photocopier contract
Grannies	£26.40	£0	Refreshments / Planning
Scot JCB	£44.40	£7.40	Digger repair
St James's Church Centre	£234.75	£0	Room bookings (£150 T/Council £84.75 Business Forum)
W R Batey	£211.85	£35.31	Paint for bollards
TOTAL	£18,065.26	£3,017.94	

*Indicates LGA 1972 s137 Expenditure (Total £234)

The following payments are now made by direct debit and were reported for information:

NWG Business	£102.99	£0	Water – Cemetery Lodge paid 13/6
NWG Business	£25.75	£0	Water – Cemetery tap paid 13/6
NWG Business	£2010.71	£0	Water Allotments to be paid 25/6
NWG Business	£42.19	£0	Water – Robertsons fountain
BT	£98.76	£16.46	Broadband 1 st quarter paid 13/6
B	£37.98	£6.33	Fenkle Street paid 23/5
BT	£55.91	£9.32	Cemetery Office paid 29/5
NEST	£583.56	£0	Pension payments May 2018

A replacement battery had been bought for the town defibrillator. Responding to a question from Councillor Wearn the Town Clerk advised that only First Responders can activate the defibrillation equipment if it is needed; members of the public would not have access to it without obtaining the access codes from the emergency services. The defibrillator has been taken out once but was not

needed. The Council arranges an annual check on the electrics but has never been charged for that check, the Lions undertake more frequent checks of the equipment. Councillor Broom asked whether staff of businesses in the vicinity of the defibrillator were trained in its use; the Town Clerk replied that when the defibrillator was first installed people were trained in its use at the Bailiffgate Museum but this was three to four years ago and it could be time to arrange this again.

RESOLVED: (i) To approve the payments amounting to £18,065.26 and note the direct debit payments of £2,957.85; (ii) to organise a refresher course for the defibrillator.

C18/34 Any Other Urgent Business

None.

The public meeting closed at 8.29pm.

C18/35 PRIVATE AGENDA ITEMS

Exclusion of the Public and Press

The following resolution was moved and seconded, to exclude the public and press.

“That pursuant to Section 100A (4) of the Local Government Act 1972, the public be excluded from the meeting during consideration of the following item of business, on the grounds that if members of the public were present during the discussion of this item there would be disclosure to them of exempt information as defined in Section 100 1 and paragraphs 1, 2 and 3 of Part 1 of Schedule 12A of the Act”. The item discussed was:

1. Co-option of a new councillor for the Clayport Ward