



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

Your Ref:

Our Ref: FC/8/2019

Clerk to Council

Bill Batey

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Dear Councillor

2nd August 2019

The next Meeting of the Council will be held on **Thursday 8th August 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. Welcome to our New Town Councillor and to agree a Committee appointment.
5. Minutes of the Last Meeting (11th July 2019)
6. Matters Arising
7. Mayors Report
8. Sustainable Transport Working Group – recommendations regarding terms of reference and electric charging points
9. Updates from a) County Councillors b) Alnwick Forum
10. Local Transport Plan Priorities 2020/2021
11. Consultation on Town Centre groups
12. Review of Polling Districts, Polling Places and Polling Stations
13. Arrangements for New Town Clerk and the Probation period
14. To Receive the Minutes of the Committees
 - a) Planning, Highways and Transport Committee (18th July 2019)
 - b) Recreation & Amenities Committee (25th July 2019)
15. Correspondence
16. Financial Matters – Payments and Bank Reconciliation
17. 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 4**Welcome to our New Town Councillor and to agree a Committee appointment.**

Following an uncontested election Julia Lyford has been elected to the Town Council as a councillor for the Clayport Ward. Julia has completed her acceptance of office and declaration of interests and has indicated a wish to take up a vacant seat on the Recreation and Amenities Committee/

Recommendation: To appoint Councillor Lyford as a member on the Recreation & Amenities Committee.

Agenda item 8**Sustainable Transport Working Group – recommendations regarding terms of reference and electric charging points.**

The Working Group wish the Council to consider revised Terms of Reference for their remit and also to consider a paper and recommendations regarding Electric Vehicle Charging points. Background papers have been sent out with the agenda..

Recommendation: To consider the matters.

Agenda item 9**Updates from a) County Councillors b) Alnwick Forum**

Councillors Moore will update on County Council matters and The Project and Funding Officer will give an update regarding Alnwick Forum.

Recommendation: To receive the updates.

Agenda item 10**Local Transport Plan Priorities 2020/21.**

NCC have requested details of the Council's three Local Transport Plan (LTP) priorities for 2020/2021 by 4th October 2019. Feedback has also been received on the 2019/20 priorities. It is suggested that matter be considered by the next meeting of the Sustainable Transport Working Group on 5th September and recommendations then brought forward to the Council on 12th September for approval. All Councillors will be invited to attend the Working Group which will be held in the Mechanics Institute starting at 6.30pm.

Recommendation: To agree the LTP priorities process.

Agenda Item 11**Consultation on Town Centre groups**

The consultation process on the future arrangements has been completed and The Project and Funding Officer has produced a paper with the finding and a recommendation. The paper will be circulated prior to the meeting.

Recommendation: To consider the matter.

Agenda item 12**Review of Polling Districts, Polling Places and Polling Stations**

NCC are conducting a review of polling districts, places and stations. Comments are requested by 30th September. The Town Clerk will give details of the current arrangements, which include polling stations at Alnwick North Community Centre, Willowburn Sports and Leisure Centre and Lindisfarne Sports Centre.

Recommendation: To agree a response.

Agenda item 13**Arrangements for New Town Clerk and the Probation period**

Peter Hately who is taking over as the new Town Clerk on 1st October has commenced his work with the Council. He is working 5 days in August and is fulltime from 1st September. It is a requirement of his appointment that he completes the Certificate in Local Council Administration (CiLCA) within 18 months and he wishes to now register for this qualification and join the Society of Local Council Clerks. Membership will be particularly beneficial whilst the qualification is being undertaken. The costs is £350 to register for the qualification and £293 for Society membership (£20 joining plus £273 annual fee). It is also a condition of his appointment that he completes a satisfactory 6 month probation period, this is a condition of most similar appointments. It is suggested that the probation monitoring be undertaken by The Mayor, Deputy Mayor and Chair of the Finance & Policy Committee. The retiring Clerk is prepared to assist the Council in a voluntary capacity.

Recommendation: To meet the costs for the CiLCA qualification and Society membership and agree the Probation period arrangements.

Agenda item 15**Correspondence**

The following correspondence has been received since the last meeting:

Date	Detail	Action if any
22 nd July	RAF Boulmer – Details of Battle of Britain Service (Alnwick Garden, 22 nd Sept)	To note
23 rd July	Culture Creative – Tour Of Britain information – coming through Alnwick on 9 th September	Considered by Recreation and Amenities Committee
29 th July	NCC – Confirmation of Uncontested Election Result	To note
29 th July	NCC – Update on A1 Underpass at Willowburn	To discuss
31 st July	NCC – Annual Town & Parish Council Conference to be held on 3 rd October (County Hall) (Afternoon)	To decide delegates

Recommendation: That the correspondence received be considered.

Agenda item 16**Financial Matters – Payments**

The following invoices have been received for payment (as at 2nd August); this list will be updated at the meeting, if necessary.

PAYEE	TOTAL	VAT	DETAIL
James N McLean Ltd	£251.92	£41.99	Materials and Tools
Petty Cash	£140	£23.33	Fuel
Syd Carr	£16.99	£2.83	Paint for Column Field Seats
Town and Country Tree Surgeons Ltd	£5,520	£920	Tree Works Alnwick Cemetery
Roger Daniel	£59.05	£0	Train Fare Town Crier event
Wybone	£2,200.28	£366.71	3 new planters
Davidson & Son	£26.20	£6.55	LED light tubes
Diamond Business Systems	£34.05	£5.68	Photocopying July 19
Playdale	£714.71	£119.12	Play area parts
Alnwick Markets	£85.50	£0	Maintenance Willowburn Unit
Northumbrian Water	£46.05	£0	Water Rates
TOTAL	£9,094.75	£1,486.21	

* Indicates LGA 1972 s137 Expenditure (Total £0)

The following payments are now paid by direct debit and are reported for information			
BT	£47.18	£18.05	Greenwell Lane and Cemetery Paid 22 nd July
NEST	£621.20	£0	Pension payments June 2019
Biffa	£98.30	£16.38	Cemetery Trade Waste June - paid 30/8
npower	£111.12	£5.29	Electricity – Cemetery Chapel
npower	£46.49	£2.21	Electricity – Cemetery Store
npower	£53.39	£2.54	Electricity – Robertson's Fountain
Barclays	£26.13	£0	Bank Charges June/July 19

Recommendation: To approve and authorise the above payments amounting to £9,094.75 and to note the direct debit payments of £1003.81.

The latest **Bank Reconciliation** will also be presented for approval.

Recommendation: To approve the Bank Reconciliation