



Minutes of the meeting of the Council held on Thursday 20th May 2021 in St James Church Rooms, Pottergate, Alnwick at 6.30pm

- Present** Cllrs S Allcroft, P Broom, P Burns, G Castle, P Edge, B Gascoigne-Owens, M Harrington, J Humphries, J Lyford, J Parker, M Swinbank, A Symmonds, D Watson, G Watson, L Wearn and L Wood-Mitchell.
- In attendance** P Hately, Town Clerk & Chief Officer; J Pibworth, Assistant to the Town Clerk.
- C21/01 Election of Mayor**
The Town Clerk advised that two nominations had been received:
Councillor Lynda Wearn proposed by Councillor Alan Symmonds and seconded by Councillor Julia Lyford.
Councillor Geoff Watson proposed by Councillor Martin Harrington and seconded by Councillor Sue Allcroft.
A secret ballot was held and, as the votes were tied, the Mayor had the casting vote, as per the constitution, and Councillor Lynda Wearn was duly elected.
RESOLVED: That Councillor Wearn be elected as Mayor.
- C21/02 Election of Deputy Mayor**
The Town Clerk advised that two nominations had been received:
Councillor John Humphries proposed by Councillor Geoff Watson and seconded by Councillor Gordon Castle.
Councillor Julia Lyford proposed by Councillor Beth Gascoigne-Owens and seconded by Councillor Lynda Wearn.
A secret ballot was held and, as the votes were tied, the Mayor had the casting vote, as per the constitution, and Councillor Julia Lyford was duly elected.
RESOLVED: That Councillor Lyford be elected as Deputy Mayor.
- C21/03 Questions from the public**
None.
- C21/04 Apologies for absence**
None.
- C21/05 Declarations of Interest**
Councillor Castle and Swinbank declared a non-pecuniary interest in County Council matters.
- C21/06 Approve Minutes of the Last meeting**
The minutes of the Full Council meeting held on 8th April 2021 were tabled for approval.
RESOLVED: The minutes of the meeting held on 8th April 2021 were agreed as a true record.
- C21/07 Matters Arising**
None.
- C21/08 Committee Appointments – Recreation & Amenities Committee**
The proposed committee membership was tabled at the meeting considering the preferences of councillors:

RECREATION & AMENITIES COMMITTEE Councillors P Broom, P Burns, P Edge, B Gascoigne-Owens, M Harrington, J Lyford, J Parker, A Symmonds, D Watson, G Watson and L Wood-Mitchell.

RESOLVED: That the membership of the Recreation and Amenities Committee be approved as above.

C21/09

Committee Appointments – Planning, Highways & Transport Committee

The proposed committee membership was tabled at the meeting considering the preferences of councillors:

PLANNING, HIGHWAYS & TRANSPORT COMMITTEE Councillors P Broom, P Burns, P Edge, B Gascoigne-Owens, M Harrington, J Humphries, J Lyford, J Parker, G Watson and L Wearn.

RESOLVED: That the membership of the Planning, Highways and Transport Committee be approved as above.

C21/10

Committee Appointments – Cemetery Committee

The proposed committee membership was tabled at the meeting considering the preferences of councillors:

CEMETERY COMMITTEE Councillors S Allcroft, M Harrington, J Humphries, G Castle, A Symmonds, G Watson and L Wearn plus a representative of Denwick Parish Council.

RESOLVED: That the membership of the Cemetery Committee be approved as above.

C21/11

Appointment of Chairs and Vice Chairs of Committees

Councillor Harrington was proposed and seconded for the position of Chair of the Planning, Highways and Transport Committee.

RESOLVED: Councillor Harrington be appointed as Chair of the Planning, Highways and Transport Committee.

Councillor G Watson was proposed and seconded for the position of Vice Chair of the Planning, Highways and Transport Committee.

RESOLVED: Councillor G Watson be appointed as Vice Chair of the Planning, Highways and Transport Committee.

Councillor Humphries was proposed and seconded for the position of Chair of the Cemetery Committee.

RESOLVED: Councillor Humphries be appointed as Chair of the Cemetery Committee.

Councillor Allcroft was proposed and seconded for the position of Vice Chair of the Cemetery Committee.

RESOLVED: Councillor Allcroft be appointed as Vice Chair of the Cemetery Committee.

Councillor Broom was proposed and seconded for the position of Chair of the Recreation and Amenities Committee.

RESOLVED: Councillor Broom be appointed as Chair of the Recreation and Amenities Committee.

Councillor Edge was proposed and seconded for the position of Vice Chair of the Recreation and Amenities Committee.

RESOLVED: Councillor Edge be appointed as Vice Chair of the Recreation and Amenities Committee.

C21/12

Committee & Chair and Vice Chair of Finance & Policy Committee

The proposed committee membership was tabled at the meeting considering the preferences of councillors:

FINANCE & POLICY COMMITTEE Councillors L Wearn, J Lyford, P Broom, J Humphries, M Harrington, G Watson, S Allcroft, J Parker, L Wood-Mitchell, A Symmonds and M Swinbank.

Councillor G Watson was proposed and seconded for the position of Chair of the Finance and Policy Committee.

RESOLVED: Councillor G Watson be appointed as Chair of the Finance & Policy Committee.

Councillor Allcroft was proposed and seconded for the position of Vice Chair of the Finance & Policy Committee.

RESOLVED: Councillor Allcroft be appointed as Vice Chair of the Finance & Policy Committee.

C21/13

Appointments to Outside Bodies

The Town Clerk recommended officers updated the Outside Body list which was then sent out to all councillors before the June meeting when Town Council representatives would be agreed.

He advised that the Alnwick playhouse had requested a Town Council representative and that Councillor Symmonds had expressed an interest.

RESOLVED: To appoint Councillor Symmonds as the Town Council representative with the Alnwick Playhouse Trust.

C21/14

Appointments to Chairs of Advisory Groups

The Town Clerk advised that Chairs of the Advisory Groups needed to be approved. He suggested that details of the Advisory Groups be emailed to councillors to select their groups of interest before Chairs were agreed.

Councillor Swinbank suggested that each Advisory Group selected its own Chair.

RESOLVED: To email Advisory Group details to all councillors and that the Advisory Groups select their own Chair.

C21/15

General Powers of Competence

The Town Clerk explained that General Power of Competence (GPC) took effect in February 2012 and that to be eligible a council must have at least two thirds of its members elected and the Clerk must hold an appropriate qualification, both of which were now in place.

He advised that the GPC would replace the Section 137 expenditure limit currently being used by the Town Council giving wider scope for expenditure.

RESOLVED: To agree that Alnwick Town Council operate under General Powers of Competence.

C21/16

Approving dates of ordinary meetings of the council and standing committees

The Town Clerk advised that the Draft dates for the meetings in 2021/2022 would be presented at the June meeting for approval.

C21/17

Update from the County Councillors

Councillor Castle welcomed Councillor Swinbank as a County Councillor and advised that they would work together for the benefit of the Town. He explained that they had met already and would be working on a non-political basis.

Councillor Swinbank confirmed that priorities of the Town Council would be taken forward to Northumberland County Council.

C21/18

Approval of Annual Governance and Accounting Return & Draft Accounts 2020/21

18.1 Annual Governance and Accounting Statement 2020/21

The Town Clerk issued a completed copy of Section 1 (Annual Governance Statement 2020/21) and Section 2 (Accounting Statement 2020/21).

18.2 Draft Accounts 2020/21

The Town Clerk advised that the final version of the accounts for 2020/21 would be available at the June meeting after the internal audit was completed.

He issued the Bank Reconciliation as at 31st March 2021 which showed the end of year cash in the bank as £456,086.98.

18.3 Income and Expenditure at 31st March 2021

The Town Clerk issued the Income and Expenditure Account as at 31st March 2021 which showed:

Income, including the VAT repayment for the previous year, was £405,226.42. One area of significant increase on the previous year was Cemetery income at £51,192.07.

Expenditure at £357,749.99 with showed that whilst most budget expenditure was down two new headings had been added for Covid support £14,447.76 and Council Priorities £17,016.99.

The Assistant to the Town Clerk explained that a number of specific expenditure items/projects were not completed during the year, it is recommended that these are carried forward into 2021/22 and the budgets adjusted accordingly. These items are listed below:

Cemetery Committee £10,000

Machines & Repairs	£1,000
Building Repairs and Maintenance	£3,000
Training	£1,000
New Area	£1,000
Grounds Maintenance/Tree Works	£4,000

Finance and Policy Committee £21,000

Neighbourhood Plan updates	£2,000
Alnwick Partnership	£7,500
Office Accommodation	£1,500
CCTV	£10,000

Recreation and Amenities Committee £36,350

Remembrance Sunday	£1,350
Market Place Events	£2,000
Other Town Events	£1,650
Town Promotion	£2,000
WW1 Anniversary Bench	£6,450
In Bloom (moved from Events)	£2,500
Tree, bulb and wildflower planting	£1,050
Play Area – new equipment	£7,000
Play Area – repairs and parts	£2,500
Allotment Expenses	£2,000
Stage Parts	£1,500

Robertson's Fountain

£6,350

RESOLVED: i) To approve the Annual Governance Statement for 2020/21; ii) To approve the Draft Accounting Statement for 2020/21 and agree the carry over expenditure for 2021/22.

C21/19 Minutes of Committees

Minutes of the Planning Committee Meeting (15th April 2021) were tabled to be received.

RESOLVED: The minutes of the Planning Committee meeting held on 15th April 2021 were received.

Minutes of the Recreation & Amenities Committee Meeting (22nd April 2021) were tabled to be received.

RESOLVED: The minutes of the Recreation and Amenities Committee meeting held on 22nd April 2021 were received.

C21/20 Vision, Mission and Objectives

The Town Clerk advised that a date needed to be set to identify the Town Council's priorities for the next four years.

Councillor Symmonds advised that the Town Council would usually do this through an Away Day which he felt were useful so proposed that a date be organised for this.

Councillor Castle seconded the proposal.

Councillor Broom felt that councillors should put forward ideas for the Away Day. He felt that outside support could also be used.

Councillor Wearn thought these ideas could come from each of the committees.

Councillor Broom felt that officers could send out a starting list.

Councillor Lyford felt it would be helpful to have a framework and that the Alnwick & Denwick Neighbourhood Plan was a good starting point as were the Advisory Groups.

RESOLVED: To set a date, time and venue for the Council to develop its strategic objectives.

C21/21 Correspondence

The Town Clerk reported that he had received thank you letters for the Town Council grants from Civic Society, Aln Valley Railway and St Paul's Church.

RESOLVED: To receive the correspondence.

C21/22 Financial Matters

a) Payments

The following invoices had been received/payments were due:

PAYEE	TOTAL	VAT	DETAIL
James McLean	£130.84	£21.81	Materials
Amberol	£1,401.46	£233.58	Hanging basket brackets
Peter Hatley	£66.00	£0.00	Stamps
Tayplay Limited	£1,854.00	£304.00	Replacement play equipment
Scot JCB Ltd	£297.38	£49.56	Tractor repairs
Initial Washrooms	£1,023.40	£170.57	Additional toilet cleaning

J G Paxtons & Sons Ltd	£151.35	£25.24	Plumbing materials for allotments
The Protector Group	£117.00	£19.50	Call out to CCTV system
Glasdon	£649.94	£108.33	Dog bag dispensers
ICCM	£95.00	£0.00	Annual membership
NALC	£1,338.58	£0.00	Annual membership
Total	£7,124.95	£932.59	

* Indicates LGA 1972 s137 Expenditure (Total £0.00).

The following invoices were paid by direct debit & were reported for information:			
Biffa (Feb)	£119.71	£19.95	Trade waste
Biffa (Mar)	£119.71	£19.95	Trade waste
Barclays bank charges (Feb/Mar)	£22.05	£0.00	Bank charges
British Gas	£28.08	£0.00	British gas contract
BT (Mar)	£156.16	£26.03	Phone (Cemetery / Greenwell Lane)
Corona Energy	£50.94	£8.49	Electricity charges Mar 2021
Corona Energy	£72.78	£12.13	Electricity charges Mar 2021
Corona Energy	£221.50	£36.92	Electricity charges Mar 2021
Anglian Water	£295.76	£0.00	Water charge
Total	£847.27	£83.57	

RESOLVED: To approve and authorise the above payments amounting to £7,124.95 and to note the direct debit payments of £847.27.

Councillor Broom asked officers to check how often the cleaning was done by NCC and Initial Washrooms at The Shambles toilets as the toilets were still dirty.

Councillor Harrington reported that pubs in Alnwick were longer offering their toilet facilities.

Councillor Symmonds asked who from NCC inspected the toilets and how often this was done. He volunteered to monitor the cleanliness of the male toilets.

Councillor Allcroft volunteered to monitor the female toilets.

Councillor Parker felt that the payment to Initial should not be made until the Town Council were satisfied with the service.

C21/23 Any Other Urgent Business

None.

The public meeting closed at 7.56pm.