

AMBLE TOWN COUNCIL
Fourways 2, 6 Dilston Terrace, Amble BE65 0DT
Tel: 01665 714695 / e-mail ask@amble.gov.uk

You are **SUMMONED** to attend the Meeting of Amble Town Council to be held on Thursday 9 May 2019 at 6.00pm in the Town Council Office, Fourways 2, 6 Dilston Terrace, Amble.

BY ORDER OF Vicki Smith
Town Clerk
2nd May 2018

A G E N D A

Declaration of Interest by Members and Officers

Members and officers are reminded that if they have an interest in any item on the Agenda it should be declared as soon as possible after the commencement of the Meeting (Sections 94 to 98 and 105 of the Local Government Act, 1972, Section 106 of the Local Government Finance Act 1992, and the Code of Conduct).

For the purpose of administrative accuracy, the meeting is to be recorded. The recording can be turned off on request.

21. ELECTION OF MAYOR AND CHAIRPERSON FOR 2019-2020

To elect a Chair / Mayor

To receive the Chair / Mayor acceptance of Declaration of Office

22. ELECTION OF A DEPUTY MAYOR AND VICE CHAIRPERSON FOR 2019-2020

a. To elect a Deputy Mayor / Vice Chair

b. To receive the Deputy Mayor / Vice Chair Acceptance of Declaration of Office

23. APOLOGIES

23.1 Tracey Hinton

24. DECLARATION OF INTEREST

Members are requested to advise Council of any Declarations of Interest appertaining to the following Agenda Items.

25. FINANCIAL SIGNATORIES

a. To authorise Councillors to be signatories on behalf of the Council, of whom a minimum of two are required to authorise all payments on behalf of Amble Town Council. The current signatories are Cllrs Lewis, Dargue, Weir and Morrison.

26. MEMBERSHIP OF COMMITTEES

a. To elect the Chair, Vice Chair and membership of the below committees. The Terms of Reference require there be a maximum of 8, including the Chair and Vice Chair of the Council:

i. **Amenities Committee** – meets the last Thursday of the month, on a two monthly basis commencing in May. Four meetings will be preceded by an inspection of the Cemeteries, Allotments, Play Areas to be scheduled.

Committee Members:

Chair:

Vice:

ii. **Planning Committee** – Tuesdays of the month – dependent upon the receipt of Planning Applications.

Committee Members

Chair

Vice

27. APPOINTMENT OF REPRESENTATIVES TO PARTNERSHIPS

Organisation	Rep 2018/19	Rep 2019/20
Amble Development Trust	Cllr Hinton	
Amble Youth Project	Cllr Morrison and Weir	
Amble2020/Coastal Community Team Amble Harbour Village/Lobster Hatchery	Cllr Weir	
NALC	Cllr Parks	
Community Action Northumberland	Cllr Weir	
Town Parish Liaison Working Group	Cllr Parks	
Events Committee	Cllr Weir	
AONB	Cllr Morrison and Horn	
NTC	Cllr Morrison and Weir	
JCSC	Cllr Weir / Lewis	Should be Chair & Vicechair
Parking	Cllr Weir / Lewis	Should be Chair & Vicechair

28. TO CONSIDER THE APPOINTMENT OF AN INTERNAL AUDITOR

28.1 To consider the appointment of an internal auditor – Mr Peter Basnett

29. APPOINTMENT OF INSURER

29.1 To consider appointing an insurance provider for 2019/2020- currently Zurich

30. AGREEMENT REGARDING ANNUAL SUBSCRIPTIONS/SUPPORT FEES/DONATIONS

(i): To consider increasing the donation amount without a full grant application submission form from up to £100 to up to £150

(ii) To consider payment of annual subscriptions/ support fees/ donations Northumberland Association of Local Councils

SUBSCRIPTIONS AND SUPPORT

1. Northumberland Association of Local Councils
2. Society of Local Council Clerks
3. The Institute of Crematorium and Cemetery Management
4. Local Councils update
5. Local Council Review
6. RoSPA – playground inspections
7. Pear Technology – digital mapping support
8. Alncom – computerware support
9. Team Valley Web – Hosting Fee
10. CCTV Support

Donations if requested, up to a maximum of £150

1. Young Citizen Award
2. Alnwick & District Sports Award
3. Northumberland Theatre Company

Donations if requested, up to a maximum of £100.

1. Great North Air Ambulance

2. CAN

Donations if requested, up to a maximum of £50

1. Marine Conservation Society
2. Friends of Alnmouth Station
3. Citizens Advice Northumberland
4. Hospice Care North Northumberland
5. Alnwick Playhouse Trust
6. Bailiffgate Museum

31. DATES AND TIMES OF MEETINGS FROM MAY 2019 TO MAY 2020

32. ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN FOR 2018/2019

- a. To consider and agree any actions arising from the report of the internal auditor (copy attached)
- b. To approve the Annual Governance Statement Section 1 (draft copy attached)
- c. To approve the draft annual accounts for 2018/2019 Section 2 (draft copy attached)
- d. To approve the Accounting Statement and Explanation of Variances (draft copies attached)
- e. To agree the notice of public rights as commencing on Monday 17th June 2019 and ending on Friday 26th July 2019.

33. POLICIES

- (i) To approve the recommendation to confirm all policies at the annual meeting with a minimum of two yearly review/update of policies as necessary brought to monthly meetings.

(ii) POLICY APPROVAL –

a. Recommendation to confirm the following Cemetery policies

- i. Cemetery Rules & Abridged version
- ii. Cemetery Administration
- iii. Maintenance Strategy for closed cemetery
- iv. Independent Funerals
- v. Memorial Masons Scheme & Regulations
- vi. Memorial Regulations & Audit
- vii. Natural Burials
- viii. Rights and Bereaved

b. Recommendation to confirm the following Council Administration policies

- i. Committee Terms of Reference
- ii. Standing Orders
- iii. Co-option Policy
- iv. Document Retention
- v. Flag Policy
- vi. Freedom of Information
- vii. Marking the Death of a Senior National Figure
- viii. Honorary Freeman Policy
- ix. Town Garden Judging Guidance

c. Recommendation to confirm the following Councillor policies

- i. Code of Conduct
- ii. Dignity at Work
- iii. Dispensation Policy
- iv. Expenses Policy
- v. Relationship Protocol

d. Recommendation to confirm the following Employee Policies

- i. Personal Development Plan

- ii. Absence Management
 - iii. Capability and Disciplinary Procedure
 - iv. Carrying out a Risk Assessment
 - v. Dignity at Work
 - vi. Equality and Diversity
 - vii. Gratuity Gift
 - viii. Guidance on Harassment
 - ix. Internet Usage
 - x. Raising a Grievance
 - xi. Training Agreement
- e. Recommendation to confirm the following Finance Policies**
- i. Grant Application Form
 - ii. Grants and Donations Policy
- f. Recommendation to confirm the following Public Policies**
- i. Accident Reporting
 - ii. Aims
 - iii. CCTV Policy
 - iv. Charging Policy
 - v. Complaints Procedure
 - vi. Equal Opportunities
 - vii. Data Protection

34. PUBLIC QUESTION TIME: (maximum 15 minutes)

In accordance with Section 1(d-g) of the ATC Standing Orders members of the public present may address the Council at this point on the agenda. The Council/Committee reserves the right to respond or debate the issue at a later date.

35. MINUTES: TOWN COUNCIL

35.1: To consider the minutes of the meeting held 11 April 2019 - items 261 – 280.4 - *attached*

36. CLERK'S REPORT:

RECOMMENDATION – That the Council notes the contents of the report and consider actions where necessary.

36.1 Clerks Report attached

37 CHAIRMAN'S COMMUNICATIONS and REPORT:

To receive the communications and report of the Chairman pertaining to Council Business:

37.1: Chairman

37.2: Vice Chairman

38 REPORTS FROM COUNTY COUNCILLORS:

38.1: To receive a report from County Councillor Clark:

38.2: To receive a report from County Councillor Watson:

39. REPORTS FROM COUNCIL REPRESENTATIVES ON OUTSIDE BODIES & REPORTS OF MEETINGS ATTENDED BY MEMBERS AS PRIVATE INDIVIDUALS:

39.1 To receive the report of Councillors who represent ATC on outside bodies (**Cllr Reports**)

40. FINANCIAL REPORT:

40.1: To consider voucher numbers 1 – 21 for payment and receipt vouchers 1 - 15 for information (**Finance**) – *attached*

40.2 Bank Reconciliation

40.3 YTD figures - *attached*

40.4 Grant requests

- Amble Army Cadets

40.5 To approve the dissemination of the Earmarked Funds

50. AMENITIES MANAGEMENT COMMITTEE:

50.1 The next meeting is 30 May 2019

50.2 To discuss / approve an amendment to cemetery rules and regulations

51: PLANNING COMMITTEE

51.1: To note for information planning decisions, planning matters pending and planning matters pending consideration during the month of April 2019 – *attached*

51.2 Artique – Cllr Watson

52 AGENDA ITEMS:

52.1 To seek retrospective approval for additional costs for clearance work at West Cemetery boundary fence

52.2 To seek approval to set up a working party to discuss applying for a Governance Review to a) Redefine the parish ward boundary, b) Redefine the ward boundaries, c) Increase the number of councillors

52.3 To Receive an update on Paddlers Park play equipment and approval for extra costs

52.4 To seek approval for costs of free Wi-Fi in the Town Square

52.5 To seek approval for the dissemination of funds from High Street Community Clean Up Fund

52.6 To agree a date for the Annual Parish Meeting

52.7 To agree a working party to take forward 'Active Amble- a network of cycle and pathways.'

53. COMMUNICATIONS:

53.1 Complaint from resident regarding the lack of grass cutting on Lord Mayors Field

53.2 Request to let raised beds

53.3 City Nature Challenge 2019

53.4 NALC Data Protection Fees 2019

53.5 Complaint regarding lack of parking for residents on George Street

53.6 Coast Care Activity Plan – May

53.7 Email regarding West Cemetery Weedkilling

54. INFORMATION ITEMS AND ITEMS FOR CIRCULATION:

RECOMMENDATION - That the Council note the information items.

54.1 Cycle 2 Salute: The Derwent Walk Bike Ride 2019

54.2 Litterbugs Warkworth Litterpick 11 May 2019 – 2pm – Town Square

54.3 NALC Newsletter 24/4, 30/4

54.4 Northumberland Day 2019

54.5 To receive notes of the Parking meeting

54.6 To receive notes of the SLA Partnership meeting

56.7 CAN Spring Newsletter

56.8 St Johns Ambulance – Mental Health at Work

55. DATE & TIME OF NEXT MEETING:

Under Section 100A (4) of the Local Government Act 1972, the press and public will be excluded from the Meeting during consideration of the following items on the Agenda due to their sensitive nature.

PRIVATE

56: MINUTES –

56.1: Town Council meeting held 11 April 2019 – items 277 – 280.4 *attached*

57. PRIVATE REPORTS FROM COUNCIL REPRESENTATIVES ON OUTSIDE BODIES & REPORTS OF MEETINGS ATTENDED BY MEMBERS AS PRIVATE INDIVIDUALS

58. AGENDA ITEMS

58.1 To discuss legalities around disposal of open space

58.2 To receive an update on tenancy issue

58.3 To receive an update on the Memorial Gardens

59 INFORMATION ITEMS

59.1 To receive notes of meeting with Hay and Kilner

59.2 To receive notes of SLA Partnership Meeting with NCC

59.3 To receive notes of Parking Meeting