

**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 Electronic Meeting of the Amble Town Council AGM to be held on Thursday 14 May 2020 at 6.00pm via Zoom Video Conferencing link:

**AGM Amble Town Council**

Time: May 14, 2020 06:00 PM London

Join Zoom Meeting

<https://us02web.zoom.us/j/88264075610?pwd=YjRnUUZLLzRRYVg3RnphVXVpcVoxUT09>

Meeting ID: 882 6407 5610

Password: 2kt2Gt

This meeting will cease at 6.40pm and reconvene at 6.50pm at the following link:

<https://us02web.zoom.us/j/84390747552?pwd=Qnl2czFOTXo2T2lxMDZRQjJyNDVNQT09>

Meeting ID: 843 9074 7552

Password: 1TvTU5

**BY ORDER OF Vicki Smith**  
**Town Clerk**  
**7 May 2020**

**AGENDA**

In order to aid the smooth running of the electronic meeting where it is anticipated, on past experience, that members are likely to agree, the agenda states ***Members are asked to agree.*** Where it is felt appropriate for voting to take place, the agenda states ***Members are asked to vote.*** Having viewed the agenda, if a member feels there is a point where a vote would be more appropriate, please contact the Clerk by 12<sup>th</sup> May, so the Chair and Clerk can determine the procedure to be followed.

**20.ELECTION OF MAYOR AND CHAIRPERSON FOR 2020/2021**

To elect a Chair / Mayor

Nomination: Cllr Weir

Proposer: Cllr Watson

Seconder: Cllr Lewis

***Members are asked to vote.***

To receive the Chair / Mayor acceptance of Declaration of Office

**21.ELECTION OF A DEPUTY MAYOR AND VICE CHAIRPERSON FOR 2020/2021**

To elect a Deputy Mayor / Vice Chair

Nomination: Cllr Lewis

Proposer: Cllr Watson

Seconder: Cllr Weir

***Members are asked to vote.***

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

**22.APOLOGIES**

## 23. DECLARATION OF INTEREST

***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).***

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

## 24. 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 with Cllr Watson awaiting confirmation – ***Members are asked to agree***

## 25. 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: Councillors Lewis, Morrison, Dargue, Parks, Weir, Bewley, Hinton plus another councillor.  
***Members are asked to agree***  
Chair: Nominations: Cllr Ian Parks  
Proposer: Cllr Lewis  
Seconder Cllr Weir  
***Members are asked to vote.***  
Vice: Nomination: Cllr Hinton  
Proposer Cllr Parks  
Seconder by Cllr Lewis  
***Members are asked to vote.***  
**Proposal by Cllr Lewis, Seconded by Cllr Parks:** Whilst current regulations state no physical meetings can be held, Amenity Committee meetings will not take place and any Amenity items will be dealt with in full Council meetings – ***Members are asked to vote***
  - ii. **Planning Committee** – Tuesdays of the month – dependent upon the receipt of Planning Applications.  
Committee Members: Cllrs Morrison, Lewis, Dargue, Hinton, Bewley, Parks, and Weir. ***Members are asked to agree***  
Chair Nomination: Cllr Morrison  
Proposer Cllr Dargue  
Seconder Cllr Parks  
***Members are asked to vote.***  
Vice Nomination: Cllr Bewley  
Proposer Cllr Weir  
Seconder Cllr Lewis  
***Members are asked to vote.***

## 26. APPOINTMENT OF REPRESENTATIVES TO PARTNERSHIPS

Meeting / Org / Group	2019/20	Nominations	Proposer	Second
Amble Development Trust	Cllr Hinton	Chair of Council	Cllr Lewis	Cllr Watson
Amble Youth Project	Cllr Morrison / Parks	Cllr Hinton/Parks Morrison	Cllr Weir	Cllr Lewis
Amble2020/Coastal Community Team Amble Harbour Village/Lobster Hatchery	Cllr Weir	Cllr Weir	Cllr Lewis	Cllr Watson
NALC	Cllr Foxley	Cllr Bewley	Cllr Weir	Cllr Parks
Community Action Northumberland (email comms only)	Cllr Weir	Cllr Weir	Cllr Lewis	Cllr Dargue
Town Parish Liaison Working Group	Temp Cllr Foxley	Cllr Weir	Cllr Parks	Cllr Lewis
Events Committee	Cllr Morrison	Cllr Morrison	Cllr Weir	Cllr Dargue
AONB	Cllr Morrison	Cllr Morrison	Cllr Watson	Cllr Parks
NTC	Cllr Morrison / Dargue	Cllr Dargue/Morrison	Cllr Weir	Cllr Lewis
JCSC	Cllr Weir / Lewis	Chair and Vice Chair	Cllr Watson	Cllr Dargue
Parking	Cllr Weir Lewis	Chair and Vice Chair	Cllr Watson	Cllr Bewley

## 27. TO CONSIDER THE APPOINTMENT OF AN INTERNAL AUDITOR

27.1 To consider the appointment of an internal auditor for 2020/21 – Mr Peter Basnett

***Members are asked to agree***

## 28. APPOINTMENT OF INSURER

28.1 To retrospectively agree the appointment of an insurance provider for 2020/21- Zurich

***Members are asked to agree***

## 29. AGREEMENT REGARDING ANNUAL SUBSCRIPTIONS/SUPPORT FEES/DONATIONS

To consider payment of annual subscriptions/ support fees/ donations-

### **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
11. Scribe Audit & Accounting

**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

***Members are asked to agree***

**30. DATES AND TIMES OF MEETINGS FROM MAY 2020 TO MAY 2021**

***Members are asked to agree***

**31. POLICIES & PROTOCOLS**

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

**Cemetery**

- Cemetery Abridged Rules
- West Cemetery Rules (print)
- Independent Funerals 1 & 2
- Natural Burials 1 & 2
- Independent Funerals
- Headstone Erection
- Headstone Leaflet 1 & 2
- Memorial Design
- Memorial Inspection Notice
- Memorial Testing Practices
- Unauthorised Mementoes
- Bereaved Handbook (print)
- Charter for the Bereaved
- Memorial Mason Registration Scheme
- Memorial Mason Certificate Request
- Memorial Mason Handbook (print)
- Memorial Mason's Regulations
- Permission to Erect a Memorial

**Council Administration**

- Committee Terms of Reference
- Co-option Policy
- Document Retention
- Equality & Diversity
- Expenses

- Flag Policy
- Freedom of Information Policy
- General Financial Responsibilities
- Honorary Freeman
- Marking the Death of a Senior National Figure
- Powers and Duties
- Standing Orders 2020
- Garden Judging Guidelines

### **Councillor**

- Code of Conduct
- Dignity at Work- **signature required**
- Dispensation
- Privacy Notice- Internal
- Relations- **signature required**

### **Employee**

- Annual Leave
- Anti- Bullying and Harassment
- Code of Conduct
- Data Protection for Staff
- Disciplinary
- Draft Contract
- Emergency Dependents Leave
- Flexible Working
- Gratuity Gift
- Grievance
- Information Technology
- Lone Working
- Maternity Leave and Pay
- Performance Improvement
- Personal Development Form
- Sickness Absence
- Social Media Guidelines
- Training and Development
- Whistleblowing

### **Finance**

- Financial Regulations
- Grant Application
- Grants and Donations

### **Public**

- Accident Reporting
- ATC Aims

- CCTV
- Charging
- Complaints Procedure
- General Data Protection
- General Privacy Statement

Please note some may also be applicable to more than one area.

***Members are asked to agree***

**30. Review of arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses.**

***Members are asked to note that contracts are in place for the following.***

- Cemetery & Town Groundsworks April 2018 – March 2022
- Grave Digging April 2020- March 2022
- Memorial Gardens Maintenance Works 2020-November 2021
- Office Lease February 2015- February 2022

**31. BUSINESS REQUIRED BY STATUTE**

To receive an update on the Co-option vacancy- see Clerk's Report

Does any member wish to propose that the co-option procedure begins now? If so, seconder? If not, it will be deferred for the present.

***If there is a proposal, Members are asked to vote***

**32. 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.

**33. MINUTES: TOWN COUNCIL**

33.1: To consider the minutes of the meeting held on 23 April 2020 – items 1 – 19.1 - *attached*

***Members are asked to show their agreement***

**34. CLERK'S REPORT:**

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

34.1 Clerks Report attached

***Members are asked to show their agreement***

**35 CHAIRMAN'S COMMUNICATIONS and REPORT:**

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

35.1: Chairman

35.2: Vice Chairman- none

***Members are asked to note the reports***

**36 REPORTS FROM COUNTY COUNCILLORS:**

36.1: To receive a report from County Councillor Clark:

36.2: To receive a report from County Councillor Watson:

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

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

**Members are asked to note the reports**

**38. FINANCIAL REPORT:**

38.1 To consider voucher numbers 368 – 374 from financial year 2019-2020

**Members are asked to show their agreement**

38.2: To consider voucher numbers 1 – 25 for payment and receipt vouchers 1 - 6 for information  
**(Finance) – attached**

**Members are asked to show their agreement**

38.3 Bank Reconciliation to follow **Members are asked to note**

38.4 YTD figures – **attached Members are asked to note**

38.5 Grant requests – None

38.6 To note the new dates for the submission of External Audit documents due to Coronavirus

**Members are asked to note**

38.7 Reallocation of funds to earmarked headings as per attached report

**Members are asked to vote.**

**39. AMENITIES MANAGEMENT COMMITTEE:**

39.1 To consider the proposal to include all urgent Amenities items within the Full Council agenda until the Coronavirus situation improves.

**Members are asked to vote.**

39.2 To note the letter of thanks from AAHS

**Members are asked to note**

39.3 To note a resident complaint regarding Bonfires at Allotment Sites; To note the letter to AAHS regarding Bonfires at Allotment Sites & request to discuss further at AAHS AGM- **see Clerk's Report.** Members are asked to note and to contact the Chair of Amenities with any thoughts/ suggestions on the situation to be considered at a later date.

39.4 To note the communication from a resident regarding West Allotment tree removal- **see Clerk's Report**

**Members are asked to note**

39.5 Request for use of sheds at raised beds- **see Clerk's Report**

**Members are asked to note**

**40: PLANNING COMMITTEE**

**40.1:** To note for information planning decisions, planning matters pending and planning matters pending consideration during the month of April 2020

**Members are asked to note**

**41 AGENDA ITEMS:**

41.1 To agree a response to the application to Vary Premises Licence - Cock and Bull, Amble

**42. COMMUNICATIONS: RECOMMENDATION - That the Council note the items.**

42.1 To note the contact from a resident regarding a Coronavirus Memorial / Thanks Giving Service

42.2 To note the letter of thanks to NCC

42.3 To note reopening arrangements of HWRCs

42.4 PPE Concern at Care Home

42.5 NALC 28/4,29/4, 6/5,

42.6 To discuss and agree a response to CCTV request

**46. INFORMATION ITEMS AND ITEMS FOR CIRCULATION:**

RECOMMENDATION - **That the Council note the information items.**

46.1 Newsletter from Anne Marie Trevelyan 24/4

46.2 CAN E news 23/4, 1/5

46.3 Northumberland County Council Summer Programme

46.4 Neighbourhood Services Structure

**47. DATE & TIME OF NEXT MEETING:**

47.1 11 June 2020, 6.00pm venue tbc

**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**

**48: MINUTES –**

48.1: Town Council meeting held 23 April 2020 – items 16– 19.2

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

*Members are asked to note*

**49. AGENDA ITEMS**

49.1 To receive an update on legal proceedings – *see Clerk's Report*

**50. INFORMATION ITEMS**

50.1 To note the report from GF White

*Members are asked to note the content*

50.2 To note quarterly incremental increase for office staff