

AMBLE TOWN COUNCIL – MAY 2020

The Minutes of the Electronic meeting of AGM followed by Full Council on Thursday 14th May 2020 at 6.00pm via Zoom Video Conferencing

PRESENT:

Cllrs Craig Weir, (Chair), Cllrs H Lewis, I Parks, J Watson, K Morrison, T Hinton, D Bewley, J Dargue V Smith - Town Clerk.

The Clerk was thanked for her report to enable the smoother running of the meeting as it gave detailed and comprehensive background to all the items under discussion.

Members had been asked to submit nominations for the various positions earlier in order to populate the agenda; however they were reminded that they were still free to propose others tonight.

Members and the public were reminded they would be muted unless speaking. Requests to speak would be signaled by a raised/waved hand. Members were therefore asked to signal agreement by a 'thumbs up' gesture.

20.ELECTION OF MAYOR AND CHAIRPERSON FOR 2020/2021

To elect a Chair / Mayor

Nomination: Cllr Weir

Proposer: Cllr Watson

Secunder: Cllr Lewis

Agreed

To receive the Chair / Mayor acceptance of Declaration of Office

Agreed electronic signature at present

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

Secunder: Cllr Weir

Agreed

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

Agreed electronic signature at present

22. APOLOGIES: None

23. DECLARATION OF INTEREST

Members were requested to advise Council of any Declarations of Interest appertaining to the following Items on the Agenda. None

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

Agreed

25. MEMBERSHIP OF COMMITTEES

- a. To elect the Chair, Vice Chair and membership of the below committees. The

Chairs Signature.....

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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.

Agreed

Chair: Nominations: Cllr Ian Parks

Proposer: Cllr Lewis

Seconder Cllr Weir

Agreed

Vice: Nomination: Cllr Hinton

Proposer Cllr Parks

Seconder by Cllr Lewis

Agreed

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

Agreed

- 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.

Agreed

Chair Nomination: Cllr Morrison

Proposer Cllr Dargue

Seconder Cllr Parks

Agreed

Vice Nomination: Cllr Bewley

Proposer Cllr Weir

Seconder Cllr Lewis

Agreed

26. APPOINTMENT OF REPRESENTATIVES TO PARTNERSHIPS

Meeting / Org / Group	2019/20	Nominations	Proposer	Seconder
Amble Development Trust	Cllr Hinton	Chair of Council	Cllr Lewis	Cllr Watson
Amble Youth Project	Cllr Morrison / Parks	Cllr Parks/ Morrison	Cllr Weir	Cllr Lewis
Amble2020/Coastal Community Team	Cllr Weir	Cllr Weir	Cllr Lewis	Cllr Watson
Amble Harbour Village/Lobster				

Chairs Signature.....

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Hatchery					
NALC		Cllr Foxley	Cllr Bewley	Cllr Weir	Cllr Parks
Community Action		Cllr Weir	Cllr Weir	Cllr Lewis	Cllr Dargue
Northumberland					
(email comms only)					
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 / Darque	Cllr Dargue/Morris on	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

Agreed

The Clerk to contact all groups to let them know who their ATC representative is. All members to make contact to introduce themselves.

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

Agreed

28. APPOINTMENT OF INSURER

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

Agreed

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

Agreed

Donations if requested, up to a maximum of £150

1. Young Citizen Award

Chairs Signature.....

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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

Agreed

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

Agreed

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

Chairs Signature.....

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- 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- **Cllr signature required**
- Dispensation
- Privacy Notice- Internal
- Relations- **Cllr signature required**

Employee

- Absence Management
- 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
- Social Media Guidelines
- Training and Development
- Whistleblowing

Finance

- Grant Application
- Grants and Donations

Chairs Signature.....

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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.

Agreed – members to provide electronic copies of signed declarations until such a time as physical meetings can reconvene.

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

- 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

Noted

31. BUSINESS REQUIRED BY STATUTE

To receive an update on the Co-option vacancy

Members were asked if they would like the vacancy for co-option to continue so in the current circumstances. All **agreed** that this should be deferred until such a time as we can meet again so that applicants get a better and fuller understanding of what the Council does.

Clerk

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.

Mr Jake Castleman attended the meeting. Mr Castleman was asked if he would like to address the Council to which he declined.

33. MINUTES: TOWN COUNCIL

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

Agreed

34. CLERK'S REPORT:

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

34.1 Clerks Report attached

Agreed. The Clerk added a late information item that she has passed her ILCA qualification.

Chairs Signature.....

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35 CHAIRMAN'S COMMUNICATIONS and REPORT:

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

35.1: Chairman - None

35.2: Vice Chairman- none

Noted

36 REPORTS FROM COUNTY COUNCILLORS:

36.1: To receive a report from County Councillor Clark:

Noted

36.2: To receive a report from County Councillor Watson:

Cllr Watson reported that NCC was considering opening some car parks. The Braid, Druridge Bay and Warkworth will be opening very soon.

WHC has considered reopening its car park too.

Cllr Watson has helped to assist 6 local businesses access grant funding help from either NCC or government. Cllr Watson is happy to help further if any businesses need further assistance.

Following a query from Cllr Dargue, Cllr Watson confirmed that the dog ban on the Little Shore during the summer months would continue.

Cllr Lewis requested to raise a query in the Private session- this was agreed.

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**)

Cllr Parks has held telephone meetings with AYP but there is no further update to report.

38. FINANCIAL REPORT:

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

Agreed

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

Agreed

38.3 Bank Reconciliation

Noted

38.4 YTD figures

Noted

38.5 Grant requests

None

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

Noted

38.7 Reallocation of funds to earmarked headings as per attached report

Members agreed the allocation of the ear marked funds. **Clerk to arrange.**

Clerk

39. AMENITIES MANAGEMENT COMMITTEE:

Chairs Signature.....

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

Agreed

39.2 To note the letter of thanks from AAHS

Noted

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

Noted.

39.4 To note the communication from a resident regarding West Allotment tree removal-

Noted

39.5 Request for use of sheds at raised beds

The request and response was noted.

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

Noted

40.2: A query had been raised regarding a structure on a plot at Gloster Hill- the planning department was investigating

41 AGENDA ITEMS:

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

The original application was brought to the Council's attention whilst physical meetings were not possible. Advice was sought and Council were informed that a response could be agreed through email communication. Council therefore formulated and agreed a response based upon concerns which had previously been raised with Northumberland County Council and the applicant and retrospective approval was given in the April meeting. As agreed at that last meeting, that should the re-submission be substantially the same that the Clerk was to respond as before, retrospection approval was given for this having been done.

Clerk

42. COMMUNICATIONS:

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

Noted

42.2 To note the letter of thanks to NCC

Noted

42.3 To note reopening arrangements of HWRCs

Noted

42.4 PPE Concern at Care Home

Noted

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

Noted

42.6 To discuss and agree a response to CCTV request

A request was received for additional CCTV to cover the Coquet Grange / Marks Bridge area of Amble. Unfortunately, it is not possible to cover all areas affected by anti-social

Chairs Signature.....

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behaviour. The resident was informed of continuing projects to provide additional security in the town including the North & South Roundabouts. The resident was also advised to approach NCC and Northumbria Police regarding deployable cameras **should** such issues persist.

46. INFORMATION ITEMS AND ITEMS FOR CIRCULATION:

46.1 Newsletter from Anne Marie Trevelyan 24/4

Noted

46.2 CAN E news 23/4, 1/5

Noted

46.3 Northumberland County Council Summer Programme

Noted

46.4 Neighbourhood Services Structure

Noted

46.5 Future Office Arrangements

Noted. The office will remain closed. All contact should be through email and telephone. All staff are currently working at home. All meetings for the foreseeable future should be held electronically.

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.

PUBLIC VERSION OF PRIVATE

48: MINUTES –

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

Agreed

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

None

49. AGENDA ITEMS

49.1 To receive an update on legal proceedings

Members were brought up to date on proceedings

50. INFORMATION ITEMS

50.1 To note the report from GF White

Noted

50.2 To note quarterly incremental increase for office staff

Noted as per contractual agreement.

50.3 Future Office Arrangements

The office will remain closed and all staff will continue to work from home.

Clerk

Chairs Signature.....

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Clerk, Chair and Vice Chair to investigate PPE for the safe reopening of the office for staff in due course, their safety being the first priority. After that, Cllr and public measures would be investigated.

The meeting closed at 6.40pm.

Chairs Signature.....

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Clerk

Chairs Signature.....