

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 AGM of the Amble Town Council to be held on Thursday 20th May 2021 at the rising of the Parish Meeting, followed by the meeting of Full Council at The Masonic Hall, The Wynd, Amble.

BY ORDER OF Vicki Smith
Town Clerk
13th May 2020

Public Notice:

To comply with Covid regulations:

Public participation will be strictly limited to 6 people on a first come basis.

Due to the limitation on numbers, parishioners are urged to submit any queries in writing to the Clerk to bring up at the meeting.

Please:

Wait by the entrance to be escorted by ATC staff.

Keep to the left.

Wear a face covering unless medically exempt.

Use the hand sanitiser provided.

Provide contact details for Track & Trace.

Only sit in the unmarked chairs.

When exiting the building keep left.

**Please note: there will be limited access to toilet facilities
and these will be based on one in/one out.**

Thank You for your cooperation.

AGENDA

19. 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

19.1 To receive an update from Northumbria Police.

20.ELECTION OF MAYOR AND CHAIRPERSON FOR 2021/2022

To elect a Chair / Mayor

Nomination:

Proposer:

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 2021/2022

To elect a Deputy Mayor / Vice Chair

Nomination:

Proposer:

Seconder:

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 may 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:
Proposer:
Seconder
Members are asked to vote.
Vice: Nomination:
Proposer
Seconder by
Members are asked to vote.
 - ii. **Planning Committee** – Tuesdays of the month – dependent upon the receipt of Planning Applications.
Committee Members: Cllrs Morrison, Lewis, Hinton, Bewley, Parks, and Weir.
Members are asked to agree
Chair Nomination:
Proposer
Seconder
Members are asked to vote.

Vice Nomination:

Proposer

Seconder

Members are asked to vote.

26. APPOINTMENT OF REPRESENTATIVES TO PARTNERSHIPS

Meeting / Org / Group	2020/21	Nominations 2021/22	Proposer	Seconder
Amble Development Trust	Tracey Hinton			
Amble Youth Project	Ian Parks / Kate Morrison			
Amble2020/Coastal Community Team Amble Harbour Village/Lobster Hatchery	Craig Weir			
NALC	David Bewley			
Community Action Northumberland (email comms only)	Craig Weir			
Town Parish Liaison Working Group	Chair/ Vice Chair			
Events Committee	Kate Morrison			
AONB	Jeff Watson			
NTC	Kate Morrison / Jane Dargue			
JCSC	Craig Weir / Helen Lewis			

27. TO CONSIDER THE APPOINTMENT OF AN INTERNAL AUDITOR

27.1 To consider the appointment of an internal auditor for 2021/22 – Ms Gillian Turner

Members are asked to agree

28. APPOINTMENT OF INSURER

28.1 To retrospectively agree the appointment of an insurance provider for 2021/22- 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
7. AGE UK

Members are asked to agree

30. DATES AND TIMES OF MEETINGS FROM MAY 2021 TO MAY 2022

Members are asked to agree

31. POLICIES & PROTOCOLS

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

- Death of a Senior Figure
- Updated Policy: Publication Scheme

32. 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 March 2021-November 2023
- Office Lease January 2015- December 2021

33. BUSINESS REQUIRED BY STATUTE

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

33.2 To discuss beginning the co-option procedure

34. MINUTES: TOWN COUNCIL

34.1: To consider the minutes of the meeting held on 8 April 2021 – items 1 – 18.2 - *attached*

Members are asked to show their agreement

35. CLERK'S REPORT:

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

35.1 Clerks Report attached

Members are asked to show their agreement

36 CHAIRMAN'S COMMUNICATIONS and REPORT:

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

36.1: Chairman

36.2: Vice Chairman

Members are asked to note the reports

37. REPORTS FROM COUNTY COUNCILLORS:

37.1: To receive a report from County Councillor Clark

37.2: To receive a report from County Councillor Watson

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

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

Members are asked to note the reports

39. FINANCIAL REPORT:

39.1 To consider voucher numbers 1 – 30 for payment and receipt vouchers 1 - 10

Members are asked to show their agreement

39.2 Bank Reconciliation **Members are asked to note**

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

39.4 Grant requests – None

39.5 To consider reallocation of funds to current budget & earmarked headings as per attached report

39.6 To note the Asset Register 2021

Members are asked to vote.

40. AMENITIES MANAGEMENT COMMITTEE:

41: PLANNING COMMITTEE

41.1: To note for information planning decisions, planning matters pending and planning matters pending consideration during the month of April 2021

Members are asked to note

42 AGENDA ITEMS:

42.1 To agree the comments to the call for evidence re electronic meetings

42.2 To agree retrospective approval for Newspage

42.3 To seek retrospective approval for flowers on behalf of town for HRH The Duke of Edinburgh

42.4 To agree the response to the Local Authority Tree Scape Fund

42.5 To agree attendance at JCSC re Wellbeing Gift Photo Opportunity

42.6 To receive an update on the fish sculpture if available

42.7 To request details of the procedure regarding arranging for telephone appointments at Coquet Health Centre

42.8 To discuss maintenance of Rotary adopted bed after initial planting

42.9 To agree the Allotment Rent 2021-2023

42.10 To consider a lasting tribute to HRH The Prince Philip, The Duke of Edinburgh

42.11 To discuss if members wish to hold a Community and Civic Award this year

42.12 To discuss the issue with second home / holiday home parking congestion

42.13 To discuss plans for the Covid Snake Trail in the town.

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

43.1 To note the correspondence regarding Neighbourhood Plan and the Councils response to date

43.2 To note discussions with Tesco re CCTV

43.3 To note the complaint regarding parking on North Street land

43.4 Response to Valuation Office Agency regarding Amble West Cemetery

43.5 To note the complaint regarding Harbour and TIC toilets

43.6 Northumberland Community Use Tennis Court Survey

43.7 To discuss Cllr details and data requests once membership of Council ceases

44. INFORMATION ITEMS AND ITEMS FOR CIRCULATION:

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

44.1 The Harbour Post Office Consultation Decision

44.2 To note the plant donation secured by June Watson for Fish Sculpture

44.3 To note the CCTV update

44.4 To note the update from Advance Northumberland if available

44.5 Newsletter from Anne Marie Trevelyan 16/4, 23/4

44.6 CAN E-news 16/4, 30/4,

44.7 Free Adult Cycle Training

44.8 NALC enews – 23/3, 25/3, 30/311/4, 15/4, 21/4, 28/4,11/5

44.9 Live it. Love it. Leave It Unspoilt campaign.

44.10 Co-op Local Community Funding

44.11 Covid Update

45. DATE & TIME OF NEXT MEETING:

45.1 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

46: MINUTES –

46.1: Town Council meeting held 8 April 2021 – items 15 – 22.2

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

Members are asked to note

48. AGENDA ITEMS

48.1 To discuss staff salary progression

48.2 To receive a legal update

48.3 To discuss the implications for a short-term lease for machine storage at West Cemetery-

49. INFORMATION ITEMS

To note meeting notes of ADT