

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 12th May 2022, 6p.m. followed by the meeting of Full Council at The Masonic Hall, The Wynd, Amble.

BY ORDER OF Vicki Smith
Town Clerk
5th May 2022

A G E N D A

1. 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

2.ELECTION OF MAYOR AND CHAIRPERSON FOR 2022/2023

To elect a Chair / Mayor

Nomination:

Proposer:

Members are asked to vote.

To receive the Chair / Mayor acceptance of Declaration of Office

3.ELECTION OF A DEPUTY MAYOR AND VICE CHAIRPERSON FOR 2022/2023

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

4.APOLOGIES

5.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.

6.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– ***Members are asked to agree***

7.MEMBERSHIP OF COMMITTEES

- b. 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.
Current Committee Members: Councillors Lewis, Morrison, Dargue, Parks, Weir, Bewley, plus another councillor.
Members are asked to agree
Chair: Nominations:
Proposer:
Secunder
Members are asked to vote.
Vice: Nomination:
Proposer
Secunder 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, Bewley, Parks, Dancer and Weir.
Members are asked to agree
Chair Nomination:
Proposer
Secunder
Members are asked to vote.
Vice Nomination:
Proposer
Secunder
Members are asked to vote.

8.APPOINTMENT OF REPRESENTATIVES TO PARTNERSHIPS

Meeting / Org / Group	2021/22	Nominations 2022/23	Proposer	Secunder
Amble Development Trust	Craig Weir			
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			

9. TO CONSIDER THE APPOINTMENT OF AN INTERNAL AUDITOR

27.1 To consider the appointment of an internal auditor for 2022/23 – Ms Gillian Turner
Members are asked to agree

10. APPOINTMENT OF INSURER

28.1 To retrospectively agree the appointment of an insurance provider for 2022-2026- Zurich
Members are asked to agree

11. 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. Team Valley Web – Hosting Fee
9. 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 consider any increase or agreement as is

12. DATES AND TIMES OF MEETINGS FROM MAY 2022 TO MAY 2023

Members are asked to agree

13. 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. Copies available in the Council Offices for review.

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
- Equipment Loan Policy - *attached*
- Commemorative Seat and Plaque Policy - *attached*

Councillor

- Code of Conduct
- Dignity at Work- **signature required**
- Dispensation
- Privacy Notice- Internal
- Relations- **signature required**
- Contact Details Agreement- **signature required** - *attached*

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

14. 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.

- Memorial Gardens Maintenance Works March 2021-November 2023
- Office Lease January 2022 – 2026

Members are asked to consider

- Cemetery & Town Groundworks April 2018 – March 2022. Members to agree for further 4 years until 2026

15. BUSINESS REQUIRED BY STATUTE

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

16. MINUTES: TOWN COUNCIL

16.1: To consider the minutes of the meeting held on 14 April 2022– items 223-241.1 - *attached*

Members are asked to show their agreement

17. CLERK'S REPORT:

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

17.1 Clerks Report attached

Members are asked to show their agreement

18 CHAIRMAN'S COMMUNICATIONS and REPORT:

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

18.1: Chairman

18.2: Vice Chairman

Members are asked to note the reports

19. REPORTS FROM COUNTY COUNCILLORS:

19.1: To receive a report from County Councillor Clark

19.2: To receive a report from County Councillor Watson

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

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

Members are asked to note the reports

- ADT- Sculpture Trail update

21. FINANCIAL REPORT:

21.1 To consider voucher numbers 1 - 29 for payment and receipt vouchers 1 - 4

Members are asked to show their agreement

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

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

21.4 Grant requests –

- Amble Youth Project

21.5 To note the Asset Register 2021

21.6 To note the outcome of the Internal Audit – to follow

21.7 Annual Governance and Accountability Return for 2020/2021

- To consider and agree any actions arising from the report of the internal auditor
- To approve the Annual Governance Statement
- To approve the draft annual accounts for 2020/2021
- To approve the Accounting Statement and Explanation of Variances

21.8 Retrospective approval for increased booking fee for venue hire

21.9 Update on storm damage claim

22. AMENITIES MANAGEMENT COMMITTEE:

22.1 To note the 2022-23 cemetery fees

22.2 To receive quotation for proposed drainage work to Section P at Amble West

22.3 To seek retrospective approval for a contribution of costs to headstone works

22.4 To receive an update on the Clock Tower repair

22.5 To note the confirmation of playground safety inspections.

22.6 To note damage to Wynd Floral display

22.7 To note AAHS representatives to undertake Rodent course

23: PLANNING COMMITTEE

23.1: To note for information planning decisions, planning matters pending and planning matters pending consideration during the month of April 2022

23.2 To note letter sent to Rob Murfin re social housing providers

23.3 To note minutes of Planning Committee 10 May 2022 if available

23.4 To note complaint regarding non- notification of some applications

23.5 To note response re: advertising signage at Sports Development building

23.6 Enquiry to C.A.N. re: Amble housing needs survey

23.7 To note tree works carried out at Artique development

Members are asked to note

24 AGENDA ITEMS:

24.1 Retrospective approval for newpage for May 2022

24.2 To discuss communication from Country Parks regarding possible wildflower area on The Braid

24.3 Jubilee Event de-brief and plans for next event

24.4 To receive an update on Covid Rock Trail proposal if available

24.5 To receive an update on Amble Connect if available

24.6 Seafarers Memorial update

24.7 Amble Town Council Goals- members to consider for agreement

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

25.1 To note comms received regarding empty properties

25.2 CAN Newsletter 14/4, 3/5,

25.3 To note newsletter from Anne Marie Trevelyan 29/4,

25.4 NALC 13/4, 26/4, NALC 26/4

25.5 To note the comments from Mr Lloyd regards to Persimmon Planning Application

25.6 To note concerns regarding Lifetime Development planning application

26. INFORMATION ITEMS AND ITEMS FOR CIRCULATION:

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

26.1 To note NCCs intention to carry out footfall survey for Amble

26.2 To note minutes of meeting with Northumbria Police 19 April 2022

26.3 To note minutes of meeting with Rob Murfin 7 April 2022

26.4 To note the Partnership Meeting Notes from 12/4.

26.5 To note incident of ASB to Wynd Planter

26.6 To note update from Womens Workshop

26.7 To note date for Estate Walkabout 12 May 10am

26.8 To note Annual Parish Meeting 3 May 2022

26.9 To note you-tube of Coastal Summit meeting

26.10 To note the date of the next meeting with Northumbria Police 17 May 2022 5.30pm

27. DATE & TIME OF NEXT MEETING:

27.1 9 June 2022, 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

28: MINUTES –

28.1: Town Council meeting held 14 April 2022 – items 238-241.1

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

Members are asked to note

29.1 Notes from Amble Development Trust

30. AGENDA ITEMS

30.1 To receive an update on the Community Engagement post if available

30.2 To receive a legal update if available

30.3 Update on Staff payment discrepancy

30.4 To discuss CCTV in the town

30.5 Grave Digging April 2022 - onwards subject to 3 month termination clause, Members to consider