

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 9th May 2024, 6p.m. followed by the meeting of Full Council at Fourways2, 6 Dilston Terrace, Amble, NE650DT.

BY ORDER OF Vicki Smith
Town Clerk
2nd May 2024

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 2024/2025

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 2024/2025

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 are invited to declare disclosable pecuniary interests and other interests in items on the agenda, as required by the Amble Town Council Code of Conduct for Members and by the Localism Act 2011, now or as they come up in the agenda process. Members are asked to review their completed Register of Interest forms to ensure that they are accurate and up to date.

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, 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, Parks, Bewley, Dancer, 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, Bewley, Parks, Dancer, Weir plus another councillor.
Members are asked to agree
Chair Nomination:
Proposer
Seconder
Members are asked to vote.
Vice Nomination:
Proposer
Seconder
Members are asked to vote.

8. APPOINTMENT OF REPRESENTATIVES TO PARTNERSHIPS

Meeting / Org / Group	2023/2024	Nominations 2024/2025	Proposer	Seconder
Amble Development Trust	Craig Weir			
Amble Youth Project	Ian Parks Kate Morrison			
NALC	Paul Dancer			
Town Parish Liaison Working Group	Chair / Vice Chair			
Events Committee	Kate Morrison			
NTC	Kate Morrison			
JCSC	Chair Vice Chair			
CCT	Craig Weir			
Amble Cultural Hub				

9. TO CONSIDER THE APPOINTMENT OF AN INTERNAL AUDITOR

27.1 To consider the appointment of the internal auditor Claire Miller for 2024/2025

Members are asked to note

10. APPOINTMENT OF INSURER

10.1 To agree the appointment of Zurich Insurance for 2022-2026

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
10. Photocopier Lease

Donations if requested, up to a maximum of £160

1. Alnwick & District Sports Award
2. Northumberland Theatre Company

Donations if requested, up to a maximum of £110.

1. Great North Air Ambulance
2. CAN
3. Young Citizen Award

Donations if requested, up to a maximum of £55

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

Donations to Community Groups:

1. Christmas Lights Committee up to £1200
2. Events Committee up to £2000 towards 1 x road closure and Puffin Leaflets

Members are asked to consider any increase or agreement as is

12. DATES AND TIMES OF MEETINGS FROM MAY 2024 TO MAY 2025

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

Agreed in April 2024

- Cemetery Abridged Rules
- West Cemetery Rules (print)
- Headstone Erection
- Headstone Leaflet 1 & 2

- Memorial Mason Handbook (print)
- Memorial Mason's Regulations
- Memorial Mason Registration Scheme
- Memorial Design
- Bereaved Handbook (print)

To agree:

- Natural Burials 1 & 2
- Memorial Inspection Notice
- Unauthorised Momentos
- Memorial Mason Certificate Request
- Memorial Testing Practices
- Cemetery Fees 2024-2025

Deferred to June Full Council following ratification at May Amenities:

- Independent Funerals 1 & 2
- Charter for the Bereaved
- Permission to Erect a Memorial

Council Administration

- Committee Terms of Reference
- Co-option Policy
- Document Retention
- Equality & Diversity
- Expenses – *amendment to consider*
- Flag Policy
- Freedom of Information Policy
- General Financial Responsibilities
- Honorary Freeman
- Marking the Death of a Senior National Figure
- Powers and Duties
- Standing Orders 2024
- Garden Judging Guidelines
- Equipment Loan Policy
- Commemorative Seat and Plaque Policy
- Abusive, Persistent and Vexatious Communication
- Risk Management Strategy – New
- Annual Risk Assessment
- Asset Risk Assessment

Councillor

- Code of Conduct
- Dignity at Work
- Dispensation
- Privacy Notice- Internal

- Relations-
- Contact Details Agreement- **signature required** – *attached*

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

Finance

- Financial Regulations 2024-2025 - *amendment*
- Grant Application
- Grants and Donations

Public

- Accident Reporting
- ATC Aims
- CCTV
- Charging – *amendment to consider*
- Complaints Procedure
- General Data Protection
- General Privacy Statement
- Commemorative Seat Plaques
- Mission Statement
- Publication Scheme

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 – November ongoing annually subject to contract detail
- Gravedigging - Ongoing subject to contract detail
- Office Lease January 2022 – 2026
- Service Level Agreement - Cemetery & Town Groundsworks 2022 – 2026
- CCTV Maintenance
- Community Website Hosting and Domain

15. BUSINESS REQUIRED BY STATUTE

15.1 To receive an update on the Councillor vacancies- see Clerk's Report

15.2 Councillor Resignation

16. MINUTES: TOWN COUNCIL

16.1: To consider the minutes of the meeting held on 11 April 2024– items 230 – 247.3 *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

- Attendance at Amble Cancer Support Group

18.2: Vice Chairman

- Vehicle issues at Westfield

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

21. FINANCIAL REPORT:

21.1 To consider voucher numbers 1 – 25 for payment and receipt vouchers 1 - 8

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

- Escape Family Support

21.5 To approve Financial Regulations 2024-2025, Statement of Internal Control and Financial Risk Assessment Appendix A

21.6 To note the Asset Register 2024/2025

21.7 To note the outcome of the Internal Audit - attached

21.8 Annual Governance and Accountability Return for 2023-2024

- 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 2023-2024
- To approve the Accounting Statement including Restated Figures and explanation
- Explanation of Variances
- Additional Information requested for the Intermediate Audit

22. AMENITIES MANAGEMENT COMMITTEE:

22.1 To agree update to the Amenities Committee Terms of Reference

22.2 To note the 2024/2025 cemetery fees.

22.3 To note correspondence from the National Allotment Society regarding HMRC implications.

22.4 To note concerns received regarding grass cuttings and headstones at Amble West.

22.5 To note request for locations of defunct Tourism signage.

22.6 Report from allotment inspections if available.

22.7 To note further vandalism at Paddlers Park and action taken

22.8 To receive an update on the Bay View seat

23: PLANNING COMMITTEE

23.1 To agree update to the Planning Committee Terms of Reference

23.2: To note for information planning decisions, planning matters pending and planning matters pending consideration during the month of May 2024

23.3 To note consultation on local list requirements for Planning Applications

23.4 Letter from Persimmons re Hauxley Grange

24 AGENDA ITEMS:

24.1 To agree retrospective approval for bus shelter repairs £1257

24.2 To agree retrospective approval for additional drainage works at Amble West Cemetery £3400

24.3 Consultation on proposed bus pull in Woodbine Street

24.4 To note Chair invite to RAF Boulmer 2024

24.5 To note update on Culvert works.

24.6 To receive an update on Neighbourhood Development Plan if available.

24.7 To receive an update on D Day arrangements.

24.8 To receive an update on the Community Website if available.

24.9 To consider commemorating the 100th Anniversary of the Unveiling of the Clock Tower Memorial – May 2025

24.9 To agree venue for 2025 Chairs Reception 2025

24.10 To receive an update on Expression of Interest in Amble First School if available

24.11 To discuss a plaque with wording from the historical Radcliffe dedication stone

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

25.1 To note Freedom of Information Request regarding Coble Quay Walkway and Response

25.2 To note interview to be set with college student regarding Ambles Tourism and Economic progress

25.3 To note letter from Advance Northumberland re Coquet Enterprise Park

25.4 LOVE Northumberland 2024

25.5 Northumbria NHS Foundation Trust Perceptions Research

25.6 CAN news March 2024

26. INFORMATION ITEMS AND ITEMS FOR CIRCULATION:

26.1 To note the April Monthly Roundup

- 26.2 Northumbria Police 17/03,
- 26.3 To note letter of support provided to Amble Cultural Assembly
- 26.4 NALC News April 2024
- 26.5 Notes of meeting with Northumbria Police 15 April 2024
- 26.6 To note press release from NCC re grass cutting season delays
- 26.7 To receive the notes of the Partnership Meeting with NCC if available
- 26.8 To receive notes of meeting at Memorial Gardens 30 April 2024

DIARY DATES

- **14th May 2024, 10am, Robin McCartney**
- **22nd May 2024, RAF Boulmer**
- **23rd May 2024, Northumbria Police, 5.30pm**
- **30th May 2024, Amenities Committee, 6.00pm**

27. DATE & TIME OF NEXT MEETING:

27.1 13th June 2024, 6.00pm venue Amble Town Council Offices, Fourways2, 6 Dilston Terrace.

EXCLUSION OF PRESS AND PUBLIC: To consider passing the following resolution: That under Section 1(2) the Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded from the meeting during consideration of the following items on the agenda due to their sensitive nature

PRIVATE

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

30.1 Update on Amble Development Trust meeting, the ADT Action Plan, and communication regarding parking at the welfare