

## Clerks Report – May 2025

### **9. POLICIES & PROTOCOLS**

To approve the recommendation to confirm at this annual meeting thereafter with an annual 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**
- 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

It has been suggested that Councillors expenses for consumables should be increased. Members to discuss.

### **Councillor**

- Code of Conduct
- Dignity at Work
- Dispensation
- Privacy Notice- Internal
- Relations-
- Contact Details Agreement- **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
- Sickness Absence
- Social Media Guidelines
- Training and Development
- Whistleblowing

## Finance

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

## Public

- Accident Reporting
- ATC Aims
- CCTV
- **Charging**
- 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.

**Lamination is not included within the charging policy. Members to discuss a suitable cost per sheet.**

Members to discuss amendments and agree standing policies.

## 15. BUSINESS REQUIRED BY STATUTE

### 15.1 To receive an update on the Councillor vacancies.

There remains a Councillor vacancy in the West Ward. No applications have been received to date.

### 15.2 Councillor Resignation

Councillor Paul Dancer will resign from Amble Town Council as of 9<sup>th</sup> May 2024.

## 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**

A grant request of £250 has been received for Escape Family Support which would cover the percentage needed to support their allocation of Amble families.

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

Members are asked to review and approve.

### **21.6 To note the Asset Register 2024/2025**

Members are asked to review and approve.

### **21.7 To note the outcome of the Internal Audit**

Members are asked to accept the Internal Audit report. No issues have been raised.

### **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**

Members are asked to consider and approve the information prepared for submission to External Auditors Mazars.

### **21. AMENITIES MANAGEMENT COMMITTEE:**

#### **22.1 To agree update to the Amenities Committee Terms of Reference**

Amendments have been included to clarify the powers of delegation for the Amenities Committee.

#### **22.2 To note the 2024/2025 cemetery fees.**

Members to note.

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

Members to note. AAHS have been asked to contact the National Allotment Society to clarify their position in terms of registering with HMRC. The Clerk has also contacted the National Allotment Society for further advice.

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

A complaint was received regarding grass cuttings being left behind and subsequently being blown on to headstones at Amble West. The contractor was contacted and asked to be mindful of this and wipe down where possible however as the ground has been saturated, dealing with wet grass is more difficult.

#### **22.5 To note request for locations of defunct Tourism signage.**

Members are to contact the Clerk with locations and details of signage to be removed.

#### **22.6 Report from allotment inspections if available.**

Councillor Bewley to update

#### **22.7 To note further vandalism at Paddlers Park and action taken**

The metal wiring of inside the water pipe of the water feature had been pulled out and tied across the area to the play park. This has since been cut off however could have been dangerous if not reported.

#### **22.8 To receive an update on the Bay View seat**

The report back from the supplier states that the seat was installed incorrectly. Members to consider what action to take.

### **23: PLANNING COMMITTEE**

#### **23.1 To agree update to the Planning Committee Terms of Reference**

Amendments have been included to clarify the powers of delegation for the Planning Committee.

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

Members to note

#### **23.3 To note consultation on local list requirements for Planning Applications**

Members to review the local list of requirements and the amendments proposed by NCC. Cllrs to feedback to Clerk on consultation. Deadline for responses to NCC is 17 May 2024.

#### **23.4 Letter from Persimmons re Hauxley Grange**

Members to note the content of the letter from Persimmon re Hauxley Grange. Whilst a response is appreciated it does not address our further concerns regarding the highways works. Council is still waiting on a reply from Rob Murfin to our letter sent in March.

### **24 AGENDA ITEMS:**

#### **24.1 To agree retrospective approval for bus shelter repairs £1257**

Members to approve.

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

Members to approve

#### **24.3 Consultation on proposed bus pull in Woodbine Street**

Members to discuss the consultation regarding the proposed bus pull in. Initial thoughts that this was to be road markings rather than a built in bus pull in. Members to discuss with Cllr Watson.

#### **24.4 To note Chair invite to RAF Boulmer 2024**

To note. Councillor Parks to attend. It has been clarified that no guests are permitted to attend.

#### **24.5 To note update on Culvert works.**

ESH have confirmed the works to the culvert have been delayed due to necessary further surveys being required. Any further works will need to be approved by Council before going ahead.

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

No further update available.

#### **24.7 To receive an update on D Day arrangements.**

There has been little response from any food vendors for the event. There has been one contact from an ice cream van. The PRS license has been paid for. Staff are continuing to pull the relevant elements together.

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

A meeting with the school is needed. Clerk has contacted a number of organisations listed on the former youth activities leaflet to ascertain whether they are still running and to gather their most up to date information. Despite creating a google form and uploading online, there has been no responses to this. Clerk has therefore contacted many providers directly and has collected information which can be uploaded.

#### **24.9 To consider commemorating the 100<sup>th</sup> Anniversary of the Unveiling of the Clock Tower Memorial – May 2025**

Members to consider marking the event and to suggest ideas for discussion.

#### **24.9 To agree venue for 2025 Chairs Reception 2025**

Members to discuss the venue for this years reception. Staff to check availability and book.

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

No update available

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

Members to discuss providing a plaque for the above. Staff to action as necessary.

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

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

A freedom of information request was received to provide a copy of the letter sent to Glen Sanderson regarding Coble Quay Walkway. The letter was provided and there is no further action needed.

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

Cllr Parks to take part in the interview. It is expected that Council will receive the questions in advance so that responses can be prepared.

### **25.3 To note letter from Advance Northumberland re Coquet Enterprise Park**

Members to note.

### **25.4 LOVE Northumberland 2024**

Members to suggest nominations individually.

### **25.5 Northumbria NHS Foundation Trust Perceptions Research**

To note

### **25.6 CAN news March 2024**

To note

## **26. INFORMATION ITEMS AND ITEMS FOR CIRCULATION:**

### **26.1 To note the April Monthly Roundup**

To note

### **26.2 Northumbria Police 17/03**

To note

### **26.3 To note letter of support provided to Amble Cultural Assembly**

To note letter has been sent.

### **26.4 NALC News April 2024**

To note

### **26.5 Notes of meeting with Northumbria Police 15 April 2024**

To note

### **26.6 To note press release from NCC re grass cutting season delays**

To note

### **26.7 To receive the notes of the Partnership Meeting with NCC if available**

To receive if available.

### **26.8 To receive notes of meeting at Memorial Gardens 30 April 2024**

To note