

Clerks Report May 2025

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

At the time of writing there have been no members of the public registering to attend or ask questions.

2.ELECTION OF MAYOR AND CHAIRPERSON FOR 2025/2026

To elect a Chair / Mayor

Nomination:

Proposer:

Members are asked to vote.

To receive the Chair / Mayor acceptance of Declaration of Office

The outgoing Chair will ask for nominations for a Chair. A seconder will be required and a vote taken. The newly elected Chair will then preside over the meeting.

3.ELECTION OF A DEPUTY MAYOR AND VICE CHAIRPERSON FOR 2025/2026

To elect a Deputy Mayor / Vice Chair

Nomination:

Proposer:

Secunder:

Members are asked to vote.

To receive the Chair / Mayor acceptance of Declaration of Office

The newly elected Chair will request nominations for a Vice Chair. A seconder will be required and a vote taken.

4.APOLOGIES

No apologies received to date.

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 agreed to advise Council of any Declarations of Interest appertaining to the following items on the Agenda.

6.FINANCIAL SIGNATORIES

- 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.

Members are required to agree additional financial signatories to authorise all payments. The signatories will be added to the Council bank mandate and will be provided with the appropriate pinserty device and security information. The procedure for authorising payments is outlined in the financial policies.

7.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.
 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.
 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	2024/2025	Nominations 2025/2026	Proposer	Seconder
Amble Development Trust	Craig Weir			

Amble Youth Project	Kate Morrison			
NALC	Chris Palmer			
Town Parish Liaison Working Group	Chair / Vice Chair	Chair / Vice Chair		
Events Committee	Kate Morrison			
NTC	Kate Morrison			
JCSC	Chair Vice Chair			
Amble Cultural Hub				

Currently the Council has representation on the above organisations. Those nominated to attend are expected to attend respective meetings and provide updates to Full Council. This is a liaison role, and the Councillor must not commit Council to any obligations or financial commitments.

9.TO CONSIDER THE APPOINTMENT OF AN INTERNAL AUDITOR

To consider the appointment of the internal auditor David Newman for 2025/2026.

This is a new Internal Auditor for Amble Town Council. Costs are £27.50 per hour and it is expected that the audit will take 12 hours.

The internal auditor has been contacted and a letter of engagement will follow.

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

- Northumberland Association of Local Councils
- Society of Local Council Clerks
- The Institute of Crematorium and Cemetery Management
- Local Councils update
- Local Council Review
- RoSPA – playground inspections
- Pear Technology – digital mapping support
- Team Valley Web – Hosting Fee
- Scribe Audit & Accounting
- Photocopier Lease

Donations if requested, up to a maximum of £160

- Alnwick & District Sports Award
- Northumberland Touring Company

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

- Great North Air Ambulance
- CAN
- Young Citizen Award

Donations if requested, up to a maximum of £55

- Marine Conservation Society
- Friends of Alnmouth Station
- Citizens Advice Northumberland
- Hospice Care North Northumberland
- Alnwick Playhouse Trust
- Bailiffgate Museum
- AGE UK Northumberland

Donations to Community Groups:

- Christmas Lights Committee up to £1500
- Events Committee up to £2000 towards Christmas Parade and Puffin Festival Expenses as determined by Members.

Members are to consider the donation amounts and agree.

12.DATES AND TIMES OF MEETINGS FROM MAY 2025 TO MAY 2026

Clerk to Circulate- agreed Full Council second Thursday of month; Amenities Committee, last Thursday of month bi monthly

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
- Headstone Erection
- Headstone Leaflet 1 & 2
- Memorial Mason Handbook (print)
- Memorial Mason's Regulations
- Memorial Mason Registration Scheme
- Memorial Design
- Cemetery Fees 2024-2025
- Permission to Erect a Memorial
- Natural Burials 1 & 2
- Memorial Inspection Notice
- Unauthorised Momentos

- Memorial Mason Certificate Request
- Memorial Testing Practices
- Independent Funerals 1 & 2
- Charter for the Bereaved
- Bereaved Handbook (print)
- West Cemetery Rules (print)

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* *This policy is listed on the agenda for proposed amendments.*
- Marking the Death of a Senior National Figure
- Powers and Duties
- Standing Orders 2025
- Garden Judging Guidelines
- Equipment Loan Policy
- Commemorative Seat and Plaque Policy
- Abusive, Persistent and Vexatious Communication
- Risk Management Strategy
- Annual Risk Assessment
- Asset Risk Assessment

Councillor

- Code of Conduct
- Dignity at Work
- Dispensation
- Privacy Notice- Internal
- Relations-
- Contact Details Agreement

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
Clerk expenditure was set at £200 for minor items.
- Grant Application
- Grants and Donations

Public

- Accident Reporting
- ATC Aims
- CCTV
- Charging
Clerk to ascertain costs for full pack to establish cost per sheet. Charging cost delegated to Clerk.
- 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.

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 – Northumberland County Council - Cemetery & Town Groundsworks 2022 – 2026
- CCTV Maintenance
- Community Website Hosting and Domain
- Service Level Agreement IT Provision Northumberland County Council
- Annual Service to Cemetery Shutters
- Clock Tower Lightning Conductor Test
- Clock Tower Service
- Service Level Agreement for provision of payroll services Northumberland County Council

15. BUSINESS REQUIRED BY STATUTE

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15.1 To consider co-option application for Claire Connolly

Members to review the application and discuss co-option.

15.2 To receive an update on Councillor vacancies post election

At the time of writing there is a vacancy in East Ward and West Ward. This will decrease depending on outcome of co-option.

16. MINUTES: TOWN COUNCIL

16.1: To consider the minutes of the meeting held on 10 April 2025, items 232–251.2

Members to review and agree the previous minutes.

17. CLERK'S REPORT:

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

17.1 Clerks Report

Members to note the Clerks Report.

18 CHAIRMAN'S COMMUNICATIONS and REPORT:

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

18.1: Chairman

Members to note the report provided by the Chair

18.2: Vice Chairman

Members to note the report provided by the Vice Chair

19. REPORTS FROM COUNTY COUNCILLORS:

19.1: To receive a report from County Councillor Arthur Hume

19.2: To receive a report from County Councillor Pauline Donaldson

The County Councillors for Amble are being asked for updates (if available) on the below issues which were highlighted during previous meetings.

- Update on Amble Toilet Refurbishment
- Update on Coble Quay Walkway
- Update on Borderlands Growth Projects Funding
- Update on the zebra crossing on Percy Drive.
- The state of the road on Percy Drive
- Reduced number of books in Amble library and assurances it won't be closed over the Christmas period.
- Barndale, Acklington Rd entrance update
- Rights of Way to investigate overgrown trees from Sewage works. This will need to be delayed until after nesting season.
- Update on high school including new lighting, crossings and cycleway
- Turner Street Car Park Barrier (reported to Fix My Street 3 months ago)

20. To receive an update from the Neighbourhood Plan Steering Group

Members to note the update from the Neighbourhood Plan Steering Group representative.

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

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

Members to note the reports of any other Cllrs who have attended meetings / events on behalf of the Town Council.

22. FINANCIAL REPORT:

22.1 To consider voucher numbers 1 – 4 for payment and receipt vouchers 1 – 11

Members to review the payments and receipts and confirm acceptance.

22.2 Bank Reconciliation

Members to note the bank reconciliation.

22.3 YTD figures

Members to review the year to date figures and confirm acceptance.

22.4 Grant requests

- **Amble Links First School**
Members to consider the grant request from Amble Links First School. Amble Links Primary would welcome any donation the Council is willing to provide, and this would reduce the overall cost of the trip for parents.

The number of pupils to attend the trip is 22 and the proposed itinerary is included within the application. Current price per pupil stands at £489. Total travel costs £2560, this would reduce to £1024 if the school is successful in obtaining the visit to parliament and successful in obtaining that grant. The funding process for this grant is not released at the moment and therefore they are unable to apply for that at this stage. Any donation to reduce the end balance passed on to parents is welcome.

22.5 To approve Financial Regulations, Statement of Internal Control and Financial Risk Assessment Appendix A

Members are asked to read and agree the above documents.

22.6 To note the Asset Register

Members to review and note the asset register.

22.7 To note the outcome of the Internal Audit

Members to review the end of year Internal Audit report and accept the findings.

22.8 Annual Governance and Accountability Return for 2024-2025

- **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 2024-2025**
- **To approve the Accounting Statement**
- **To approve the Explanation of Variances and additional Information requested for the Intermediate Audit**

Members to consider and agree the AGAR in the above order. The AGAR is required to be signed by the Chair of the meeting and the minute reference provided prior to this being sent to the External Auditors Mazars for review.

23.AMENITIES MANAGEMENT COMMITTEE:

23.1 To discuss solution for mis-use of bins near West Allotments

NCC have reported misuse of the bins next to the allotments on Percy Drive and Meadowburn. This includes using the bins for machinery items, wood with nails, sharp items, petrol cannisters and glass. NCC have asked Council for suggestions to prevent this from happening. This could include relocating the bins however members need to bear in mind that these are high footfall areas and removing or relocating would still present issues. Members may like to raise the issue with the allotment society and ask to remind tenants to dispose of waste correctly. Members to discuss other solutions.

23.2 To agree to renew planter agreement with the Amble Inn and agree representative to negotiate

Historically, the Town Council has entered into an agreement with The Amble Inn that they plant and maintain the coal truck outside their premises and that they also sponsor the town council with an annual donation of £100 for the fish sculpture. In return, the Council would finance and place a named sponsorship plaque at the sculpture, which is in place and to plant the appropriate areas around the sculpture

and maintain the sculpture to a reasonable standard as it is the approach to the Town. Members are asked to agree a volunteer to approach The Amble Inn to discuss this years arrangements as we are aware there is now new personnel in place.

23.3 To discuss options for Gloster Park bus shelter:

a) to have 1 full end panel at approach end and 1 half end panel at departure end (Total cost £5531.00) or

b) 2 half end panels (Total cost £5378.00)

c) Standard shelter (no end panels) £4628.00

(Traffic management costs (£500) and NCC permit (£375) cost not included)

Removal of existing shelter £300.00 and have been accounted for in the costs.

This bus shelter does not conform to accessibility requirements and needs to be reinstalled. The position of the bus shelter cannot be altered as there are utilities and works underneath the footpath here.

Members to consider options in advance of the meeting. These works will need to be funded from Earmarked Funds.

23.4 To discuss re-issue of Exclusive Right of Burial in absence of formal paperwork

Council has received a request to refurbish a memorial at Amble west however the family do not possess a copy of the Exclusive Right of Burial deed which would state who the correct deed holder was and who has permission to have these works done.

In light of no formal paperwork, Members are asked to agree a reissue of the deeds to the parent of the interred, subject to a Statutory Declaration being completed.

24: PLANNING COMMITTEE

24.1 To receive an update on the new JCSC build and note concerns sent to NCC.

Council has submitted concerns relating to the discharge of conditions and variations to the proposed JCSC build. To date there has been no response from NCC.

24.2 To note agreed culvert re-route agreed by NCC and request for legal agreement to be drawn up

A re-route of the culvert works at Amble West Allotment and former Coal Yard have previously been agreed and work has commenced. The developer has been asked to draw up the legal agreement required for use of the culvert under Council owned land and to also cover the Councils legal expenses in relation to this. There is no further update at this time.

24.3 To consider writing to NCC to raise concerns regarding the development on the B6345 and the additional congestion it would cause at the junction to the A1068, as well as traffic going through Togston.

Members are to consider writing to NCC regarding the development on the B6345, and the additional congestion this will cause at the A1068 junction on Masons corner, as well as increased traffic through Togston. Members should already be aware that there is an additional area being created for construction vehicles within the development so that there is less disruption here.

24.4 To note the Planning outcomes for April 2025

To note.

25 AGENDA ITEMS:

25.1 To discuss request for involvement in discussions to retain JCSC Sports Hall as Social Value Application

Council representation has been requested at discussions regarding retaining the JCSC Sports Hall as a Social Value Transfer from NCC. This would be Council involvement in discussions only and the representative would be expected to report back to Council. No date has been circulated as of yet.

25.2 To consider Council commitment to Neighbourhood Development Plan

Members to discuss and agree whether to reconfirm Councils commitment to the Neighbourhood Plan.

25.3 To resolve that Council adopts the General Power of Competence

In order to adopt the General Power of Competence, Council must be two criteria:

- a) a qualified clerk
- b) two third of the Council must be elected.

Council can confirm that it meets the criteria and Members are asked to pass a resolution that it adopts the GPC. Further information about the GPC and what this provides is circulated within the agenda papers.

25.4 To agree % increase for allotment rent 25/26

Members are asked to agree the allotment rent for 2025-2026, this is paid in February / March after the rents have been collected.

25.5 To discuss the possibility of hosting a joint town and parish meeting with Neighbouring Parishes to discuss shared issues.

Members to discuss and agree.

25.6 To agree information re Amble Town Council Awards, and agree a date for shortlisting gardens, to agree Civic Award nominations, to agree a judging date and date of ceremony.

Members to discuss and agree dates so that the arranging of the event can be planned. Members to discuss and agree civic award winners. Guidelines for the event are included within the policy documents should Councillors require further information on the procedure.

25.7 To discuss amendments to the Honorary Freeman policy and determine whether there are nominations for 2025-2026

Members to discuss the below amendments to the policy:

- To increase the period of time for volunteer work
- To increase the limitations of Award Holders

Members to discuss whether there are any eligible nominees for this year.

25.8 To discuss and agree prizes to be purchased for Young Citizen of the Year Award and Cllr representation at event on 11 July 2025

The agreed contribution from Council is £110. Members to agree on prizes and Councillor representation.

25.9 To agree Council representation to St Cuthberts Church event on 3rd July 2025, 7.00pm

Members to discuss representation.

25.10 To consider writing to NCC to request a pelican crossing on the A1068 near High Street

Members to consider writing to NCC for the above however it is likely that NCC will say that this will have to be requested as part of the Councils Local Transport Priorities alongside works requested to Lindisfarne Road and Lesley Drive.

25.11 To discuss agree design and measurements of proposed headstone at Amble West Cemetery

Members are asked to consider approval of the enclosed headstone at Amble West Cemetery and consideration should be given to the size and design of the memorial in line with permitted Council sizes. Council to be reminded that any agreement may set precedent for future memorials.

25.12 To consider request for information sharing re Amble First School building survey

FACET CIO has requested whether the Council would share the building survey for Amble First School as they are looking into their options with regards to the site. Members to confirm

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

26.1 To note response from Northumbria Water re CCTV on Percy Drive

Northumbria Water confirmed this was not their CCTV camera. Staff to write to Persimmon to ascertain whether the camera is theirs.

26.2 To note staff and Councillor training opportunities from NALC

All members are advised to take advantage of the training opportunities available.

26.3 To note resident continued correspondence

Members to note continued correspondence. No further action will be taken.

26.4 Community Support and Heritage Opportunity – Northumberland Haunted Museum, Amble

Members to discuss email circulated and sign post to known charity sources if possible.

26.5 Neighbourhood Watch May 2025 Newsletter

To note.

26.6 Amble Links Primary School Governors

Amble Links Primary School would welcome a discussion with those interested in a school governor role. Interested parties should contact the school directly for a discussion.

27. INFORMATION ITEMS AND ITEMS FOR CIRCULATION:

27.1 To note letter of support sent re Bathing Status Application

To note.

27.2 Leazes Street Drainage update

NCC will need to close Leazes Street in order for drainage works to be completed.

DIARY DATES:

29 May 2025, 6.00pm Amenities Committee, ATC Offices

13th June 2025, JCSC, 10.30am

28. DATE & TIME OF NEXT MEETING:

28.1 12 June 2025, 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