

## **Annual Governance and Accountability Statement 2024-2025**

### **Document Submission List and Further Information as required**

Annual Governance and Accountability Statement

Full Internal Auditor Report

Bank Reconciliation

Explanation of Variances

Reconciliation of Box 7 and 8

- Adjustments supporting evidence

Breakdown of reserves

- Earmarked funds supporting evidence

**Amble Town Council allocates any surplus funds across a wide ranging “wish list” so that it can save up sufficient funds gradually without impacting residents through the precept. The 2024/2025 allocation will be completed after the External Audit of accounts to ensure accuracy. I have included the allocation for 23/24 which was agreed and published in September 2024 after the AGAR was verified.**

Confirmation of contact details

Dates of exercise of public rights

Assertion 5 Risk Management – A copy of the minutes showing discussion of the risk register during 2024-2025 – **attached and highlighted where appropriate**

Assertion 8 – Significant Events – Confirmation of any details for legal claims outstanding against the body at 31 March 2024 and any provision for any uninsured element in the 2024/25 budget. – **This Council did not have any outstanding legal claims against the body and therefore no provision in the budget for this was necessary.**

Assertion 9 – Trust Funds – A copy of the March 2025 bank statement for the trust / charity

**This assertion is not applicable to Amble Town Council**

Evidence of any action taken as highlighted in the 2023-2024 External Audit Report

**There were no matters highlighted in the 2023-2024 External Audit Report**

# Annual Governance and Accountability Return 2024/25 Form 3

**To be completed by Local Councils, Internal Drainage Boards and other Smaller Authorities\*:**

- where the higher of gross income or gross expenditure exceeded £25,000 but did not exceed £6.5 million; or
- where the higher of gross income or gross expenditure was £25,000 or less but that:
  - are unable to certify themselves as exempt (fee payable); or
  - have requested a limited assurance review (fee payable)

## Guidance notes on completing Form 3 of the Annual Governance and Accountability Return 2024/25

1. Every smaller authority in England that either received gross income or incurred gross expenditure exceeding £25,000 **must** complete Form 3 of the Annual Governance and Accountability Return at the end of each financial year in accordance with *Proper Practices*.
2. **The Annual Governance and Accountability Return is made up of three parts, pages 3 to 6:**
  - The **Annual Internal Audit Report** must be completed by the authority's internal auditor.
  - **Sections 1 and 2** must be completed and approved by the authority.
  - **Section 3** is completed by the external auditor and will be returned to the authority.
3. The authority **must** approve Section 1, Annual Governance Statement, before approving Section 2, Accounting Statements, and both **must** be approved and published on the authority website/webpage **before 1 July 2025**.
4. An authority with either gross income or gross expenditure exceeding £25,000 or an authority with neither income nor expenditure exceeding £25,000, but which is unable to certify itself as exempt, or is requesting a limited assurance review, **must** return to the external auditor by email or post (not both) **no later than 30 June 2025**. Reminder letters will incur a charge of £40 +VAT:
  - the Annual Governance and Accountability Return Sections 1 and 2, together with
  - a bank reconciliation as at 31 March 2025
  - an explanation of any significant year on year variances in the accounting statements
  - notification of the commencement date of the period for the exercise of public rights
  - Annual Internal Audit Report 2024/25

Unless requested, do not send any additional documents to your external auditor. Your external auditor will ask for any additional documents needed.

Once the external auditor has completed the limited assurance review and is able to give an opinion, the Annual Governance and Accountability **Section 1, Section 2 and Section 3 – External Auditor Report and Certificate** will be returned to the authority by email or post.

## Publication Requirements

Under the Accounts and Audit Regulations 2015, authorities must publish the following information on the authority website/webpage:

Before 1 July 2025 authorities **must** publish:

- Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited;
- **Section 1 - Annual Governance Statement 2024/25**, approved and signed, page 4
- **Section 2 - Accounting Statements 2024/25**, approved and signed, page 5

Not later than 30 September 2025 authorities **must** publish:

- Notice of conclusion of audit
- **Section 3 - External Auditor Report and Certificate**
- **Sections 1 and 2 of AGAR** including any amendments as a result of the limited assurance review. It is recommended as best practice, to avoid any potential confusion by local electors and interested parties, that you also publish the Annual Internal Audit Report, page 3.

The Annual Governance and Accountability Return constitutes the annual return referred to in the Accounts and Audit Regulations 2015. Throughout, the words 'external auditor' have the same meaning as the words 'local auditor' in the Accounts and Audit Regulations 2015.

\*for a complete list of bodies that may be smaller authorities refer to schedule 2 to the Local Audit and Accountability Act 2014.

# Annual Internal Audit Report 2024/25

## AMBLE TOWN COUNCIL

WWW.AMBLE.GOV.UK

During the financial year ended 31 March 2025, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2024/25 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
H. Asset and investments registers were complete and accurate and properly maintained.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I. Periodic bank account reconciliations were properly carried out during the year.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
K. If the authority certified itself as exempt from a limited assurance review in 2023/24, it met the exemption criteria and correctly declared itself exempt. <i>(If the authority had a limited assurance review of its 2023/24 AGAR tick "not covered")</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations <i>(during the 2024-25 AGAR period, were public rights in relation to the 2023-24 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set)</i> .	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
N. The authority has complied with the publication requirements for 2023/24 AGAR <i>(see AGAR Page 1 Guidance Notes)</i> .	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>O. (For local councils only)</b> Trust funds (including charitable) – The council met its responsibilities as a trustee.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

1/10/24 15/4/25

Name of person who carried out the internal audit

C MILLER

Signature of person who carried out the internal audit



Date 15/04/25

**\*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).**

**\*\*Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).**

## Section 2 – Accounting Statements 2024/25 for

### AMBLE TOWN COUNCIL

	Year ending		Notes and guidance
	31 March 2024 £	31 March 2025 £	
1. Balances brought forward	330,203	381,604	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	220,240	234,463	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	44,988	39,058	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	65,031	70,326	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	148,797	179,900	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	381,604	404,899	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	375,947	396,165	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – <b>To agree with bank reconciliation.</b>
9. Total fixed assets plus long term investments and assets	292,849	297,919	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

For Local Councils Only	Yes	No	N/A	
11a. Disclosure note re Trust funds (including charitable)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.
11b. Disclosure note re Trust funds (including charitable)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	The figures in the accounting statements above exclude any Trust transactions.

I certify that for the year ended 31 March 2025 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

**Signed by Responsible Financial Officer before being presented to the authority for approval**

*V Smith*

Date

15 05 2025

I confirm that these Accounting Statements were approved by this authority on this date:

15 05 2025

as recorded in minute reference:

22-8

Signed by Chair of the meeting where the Accounting Statements were approved

*[Signature]*

**Claire Miller, 14 Addycombe Close, Rothbury, NE65 7QF**

**Tel: 07504 550473 Email: clairemillerparishclerk@hotmail.co.uk**

5th October 2024

**INTERIM INTERNAL AUDIT REPORT FOR AMBLE TOWN COUNCIL, YEAR ENDING 31/3/24**

I visited the Town Council offices on Tuesday 2nd October 2024 and inspected payment and receipt records covering 1.4.24 to 30.9.24. Bank Statements to 31.8.24 were available and other relevant information, ie. bank reconciliations, financial regulations, statement of internal control, financial risk assessment and insurance policy.

Payments and Receipts are considered at the monthly meetings of the Town Council, with a full report included in the meeting papers.

I have read all current minutes for the full council and committee(s) for 2024-2025.

No matters came to my attention and I confirm the records are a true record of the current financial position of the Council.



Claire Miller

Internal Auditor

**Claire Miller, 14 Addycombe Close, Rothbury, NE65 7QF**

**Tel: 07504 550473 Email: clairemillerparishclerk@hotmail.co.uk**

17<sup>th</sup> April 2025

**INTERNAL AUDIT REPORT FOR AMBLE TOWN COUNCIL, YEAR ENDING 31/3/25**

I visited the Town Council offices on Tuesday 15<sup>th</sup> April 2025 and inspected payments and receipt records covering 1.10.24 to 31.3.25. Bank Statements to 31.3.25 were available and other relevant information, i.e. bank reconciliations, financial regulations, statement of internal control, financial risk assessment, insurance policy, year end reports, Annual Governance and Accounting Return

Payments and Receipts are considered at the monthly meetings of the Town Council, with a full report included in the meeting papers.

I have read all current minutes for the full council and committee(s) for 2024-2025 and viewed the Town Council website.

No matters came to my attention and I confirm the records are a true record of the current financial position of the Council.



Claire Miller

Internal Auditor



## Attachment 1.1

### Bank reconciliation – Example

This reconciliation must include **all** bank and building society accounts and other short-term investments\*. It **must** agree to Box 8 in the column headed “Year ending 31 March 2025” in Section 2 of the Annual Return. It will also agree to Box 7 where the accounts are prepared on a receipts and payments (cash) basis, but not when an income and expenditure basis is used.

Parish Council Name Amble Town Council

Financial year ending 31 March 2025

Prepared by Vicki Smith, Town Clerk & RFO (Name and Position) Date 8 April 2025

Balance per bank statements as at 31 March 2025:	£	£
e.g. BARCLAYS	126205.08	
CCLA	270,000	
Petty cash float (if applicable)	0.00	
Less: any un-presented cheques at 31 March 2025 (normally only current account)	40.00	
Cheque number 104039		
Add: any un-banked cash at 31 March 2025	0.00	
e.g. Allotment rents banked 31 March 2025 (but not credited until 1 April 2025)		
Net balances as at 31 March 2025	396165.08	
<b><i>The net balances reconcile to the Cash Book (a receipts and payments account, which should be maintained even if your authority uses income and expenditure accounting) for the year, as follows:</i></b>		
CASH BOOK		
Opening Balance 1 April 2024	375947.19	
Add: Receipts in the year	282608.68	
Less: Payments in the year	262390.79	
Closing balance per cash book [receipts and payments book] as at 31 March 2025 <b>(must equal net balances above)</b>	396165.08	

## Attachment 1.2

### Explanation of significant variances in the accounting statements – AGAR Section 2

Parish Council name: Amble Town Council

**Please explain any variances of more than 15% between the totals for individual boxes in Section 2.** We do not require explanations for variances of less than £200; however, in some cases there may be ‘*compensating*’ variances which leave the overall total for a box relatively unchanged – e.g. where there was a major one-off project in one year (e.g. contribution to village hall extension of £30,000), but a totally different expense of a similar size in the next (e.g. purchase of playground equipment of £28,000). In such cases, it would be helpful to provide an explanation of movements within each box. We also ask you to explain any change where there is a movement to or from zero. Please either use the proforma below or complete a separate schedule if more space is required.

**Please see separate excel attachment as an alternative. It is at the discretion of clerks which template you choose to complete, but you must complete one of these templates as part of your return to us.**

Section 2	2023/24 £	2024/25 £	Variance (+/-) £	Detailed explanation of variance (for each reason noted please include monetary values (to nearest £100))
Box 2 <i>Precept</i>	220240.00	234463.00	14223.00 6%	N/A
Box 3 <i>Other income</i>	44988.37	39057.92	-5930.45 13%	N/A
Box 4 <i>Staff costs</i>	65030.62	70325.87	5295.25 8%	N/A
Box 5 <i>Loan interest/capital</i>	0.00	0.00	0.00	N/A
Box 6 <i>Other payments</i>	148796.84	179900.03	31103.19 21%	Donation to 3 out of 4 new schools within the Town of £1000 each, £3000 (4 <sup>th</sup> school has not been built yet)

				Building survey of former school site to ascertain suitability for Community Asset Transfer £2561.50 Increase in SLA costs £2895.82 Advertising – Grave Digging £1350.60 CCTV improvements £4390.50 Donation to Events Committee £2051.45 Replacement bins £3989.80 Town Event £2204.66 Repair to Allotment Fence £3952.00 Cemetery improvements (additional soak away £3400 fence repairs x2 £1130) East Cemetery Maintenance (mole catching £185) <b>TOTAL £31,111.33</b>
Box 7 <i>Balances carried forward</i>	381603. 92	404898. 94	23295.02 6%	N/A
Box 9 <i>Fixed assets &amp; long-term assets</i>	292484. 70	297918. 70	5070 2%	£3000 Bus Shelter £2070 Bus Shelter perching seats x 5
Box 10 <i>Total borrowing</i>	0.00	0.00	0.00	N/A

## Attachment 1.3

### Reconciliation between Box 7 and Box 8 in Section 2 (31/03/2025). Note – this form is only required for authorities preparing their accounts on an income and expenditure basis.

Parish Council name: Amble Town Council

There should only be a difference between Box 7 and Box 8 where the accounts are prepared on an Income & Expenditure basis and where there are year-end adjustments for debtors/prepayments and creditors/receipts in advance. Please provide details of the year-end adjustments, showing how the net difference between them is equal to the difference between Boxes 7 and 8.

**Where the sum-total of any debtor, payments in advance, trade creditors or receipts in advance exceed £5k, a breakdown should be provided showing the individual balances making up the sum-total balance.**

	£	£
<b>Total of Box 7: Balances carried forward (31/3/2025)</b>		404898.94
Deduct: Debtors		
	5904	
Deduct: Payments made in advance (prepayments)		
	3377.36	
<b>Total deductions</b>		9281.36
Add: Creditors		
	492.50	
Add: Receipts in advance		
Doubtful Debts		
	55.00	
<b>Total additions</b>		547.50
<b>Total of Box 8: Total cash and short-term investments (31/3/2025) (must agree to the net balances on bank reconciliation)</b>		396165.08

**Amble Town Council**  
**ADJUSTMENTS FOR THE YEAR ENDING 31/03/2025**

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**Creditors - Increase Expenditure**

Venue Hire - Amble Cancer Support Group  
Christmas Reception

**Code**

Grants/Donations	30.00
Chairman's Expenses	462.50
	<b>£492.50</b>

**Debtors - Increase Income**

Allotment Rent	
Added Inscription	
Deeds Transfer	Linda Reynolds
Burial Fees	
Burial Fees	
Burial Fees	
Burial Fees	
Deeds Transfer	Wendy Taylor
Burial Fees	

**Code**

Allotments	1,975.00
Cemeteries Income	35.00
Cemeteries Income	60.00
Cemeteries Income	415.00
Cemeteries Income	415.00
Cemeteries Income	208.00
Cemeteries Income	1,368.00
Cemeteries Income	60.00
Cemeteries Income	1,368.00
	<b>£5,904.00</b>

**Provision for doubtful debts - Increase Expenditure**

Deeds Transfer	Richard Calvert
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**Code**

Cemeteries Income	55.00
	<b>£55.00</b>

**Instructions:**

Please complete the coloured boxes with figures per the AGAR and figures for earmarked reserves. The 'Explanation Required?' box will indicate whether an explanation is required to explain reserves exceeding the tolerable threshold set by Forvis Mazars (1.15 x the higher of precept and total payments). If explanations are required, please document these in the rows below (*insert more rows where required*). Once a sufficient amount of explanations has been provided, this will be shown with a 'Yes' in the 'Explanation sufficient?' line.

Box 2	Precept	<input type="text" value="234,463"/>	x 1.15 =	269,632
Box 4	Staff costs	<input type="text" value="70,601"/>		
Box 5	Loan interest / capital repayments	<input type="text" value="0"/>		
Box 6	Other payments	<input type="text" value="180,235"/>		
		<b>250,836</b>	x 1.15 =	207,270
	<b>Max level of reserves</b>			<input type="text" value="269,632"/>
Box 7	Balances carried forward			<input type="text" value="404,898"/>
	Explanation required?			<input type="text" value="Yes"/>
	<u>Explanation(s) for earmarked reserves:</u> <b>NB: NOT 'general' funds/reserves</b>			
	<b>See attached earmarked funds supporting evidence</b>			<input type="text" value="381,604"/>
				<input type="text"/>
				<input type="text"/>
				<input type="text"/>
				<input type="text"/>
				<input type="text" value="381,604"/>
	Reserves not earmarked			23,294
	Explanations sufficient?			<input type="text" value="Yes"/>



## Attachment 2

### Confirmation of contact details

Local Council Name: Amble Town Council

Please confirm the contact details for the Clerk, RFO (if applicable), and Chair to assist us in ensuring that our records are kept up to date.

Clerk name:  Vicki Smith	RFO name (if different to clerk):  .....	Chair name:  Ian Parks
Clerk working hours (so we know when we can ring)  10.00am – 2.00pm	Clerk working hours (so we know when we can ring)	
Is this person the primary contact:  Yes	Is this person the primary contact:  Yes	
Parish Council registered address:  Amble Town Council Fourways2 6 Dilston Terrace Amble NE650DT	Parish Council registered address:  <b>Amble Town Council</b> <b>Fourways2</b> <b>6 Dilston Terrace</b> <b>Amble</b> <b>NE650DT</b>	Chair contact postal and email address  Email: IAN.PARKS@AMBLE.GOV.UK  Postal address: 33 Warkworth Avenue <b>Warkworth</b> <b>NE650TP</b>
Telephone:  Primary contact number:  01665714695  Mobile/alternative number:  .....	Telephone:  Primary contact number:  .....  Mobile/alternative number:  .....	Telephone:  Primary contact number:  01665714695  Mobile/alternative number:  .....
Email address (please do not provide a personal email unless the Clerk/RFO does not have a Council/Meeting email)  townclerk@amble.gov.uk		

# Attachment 3.1

Local council name: AMBLE TOWN COUNCIL

## Notice of appointment of date for the exercise of public rights Accounts for the year ended 31<sup>st</sup> March 2025

The Local Audit and Accountability Act 2014, and  
The Accounts and Audit (England) Regulations 2015 (SI 234)

<p>1. Date of announcement: Monday 2<sup>nd</sup> June 2025 (a)</p> <p>2. Any person interested has the right to inspect and make copies of the accounts to be audited and all books, deeds, contracts, bills, vouchers and receipts relating to them. For the year ended 31 March 2025 these documents will be available on reasonable notice on application to:</p> <p>(b) Vicki Smith, Town Clerk, Amble Town Council, Fourways2, 6 Dilston Terrace, Amble, NE650DT</p> <p>commencing on (c) Tuesday 3<sup>rd</sup> June 2025</p> <p>and ending on (d) Monday 14<sup>th</sup> July 2025</p> <p>3. Local Government Electors and their representatives also have:</p> <ul style="list-style-type: none"> <li>• the opportunity to question the auditor about the accounts; and</li> <li>• the right to make objections to the accounts or any item in them. Written notice of an objection must first be given to the auditor and a copy sent to the Authority (f).</li> </ul> <p>The auditor can be contacted at the address in paragraph 4 below for this purpose during the inspection period at 2 above.</p> <p>4. The auditor's limited assurance review is being conducted under the provisions of the Local Audit and Accountability Act 2014, the Accounts and Audit (England) Regulations 2015 and the National Audit Office' Code of Audit Practice. Your review is being carried out by:</p> <p>Forvis Mazars LLP, The Corner, Bank Chambers, 26 Mosley Street, Newcastle upon Tyne, NE1 1DF Email: <a href="mailto:local.councils@mazars.co.uk">local.councils@mazars.co.uk</a></p> <p>5. This announcement is made by (e) Vicki Smith, Town Clerk</p>	<p>(a) Insert date of placing of this notice on your website.</p> <p>(b) Insert name, position and contact details of the Clerk or other person to whom any person may apply to inspect the accounts.</p> <p>(c) And</p> <p>(d) The inspection period must be 30 working days in total and commence no later than 1 July 2025.</p> <p>(e) Insert name and position of person placing the notice</p>
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## AMBLE TOWN COUNCIL – May 2024

The Minutes of the AGM and Full Council meeting of Thursday 9<sup>th</sup> May 2024, 6.00pm,  
Town Council Offices, Fourways2, 6 Dilston Terrace, Amble.

### PRESENT:

C Weir (Chair) H Lewis, M Joyce, I Parks, C Palmer, D Bewley, K Morrison

### BUSINESS TO BE TRANSACTED

#### 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  
Matthew Connolly attended to represent the Neighbourhood Development Steering Group.

#### 2.ELECTION OF MAYOR AND CHAIRPERSON FOR 2024/2025

To elect a Chair / Mayor

Nomination: Ian Parks

Proposer: Helen Lewis

Counter Nomination: Craig Weir

Proposer: David Bewley

Seconder: Ian Parks

**Resolved: Craig Weir was voted as Chair for 2024-25**

To receive the Chair / Mayor acceptance of Declaration of Office

The declaration of office was signed.

#### 3.ELECTION OF A DEPUTY MAYOR AND VICE CHAIRPERSON FOR 2024/2025

To elect a Deputy Mayor / Vice Chair

Nomination: Ian Parks

Proposer: Helen Lewis

Seconder: Craig Weir

**Resolved: Ian Parks was voted Vice Chair for 2024-25**

To receive the Deputy Mayor / Vice Chair Acceptance of Declaration of Office

The declaration of office was signed.

#### 4.APOLOGIES

Paul Dancer – Resignation as of 9<sup>th</sup> May 2024

#### 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.*

## AMBLE TOWN COUNCIL – May 2024

### 8. APPOINTMENT OF REPRESENTATIVES TO PARTNERSHIPS

Meeting / Org / Group	2023/2024	Nominations 2024/2025	Proposer	Seconder
Amble Development Trust	Craig Weir	Chair	HL	IP
Amble Youth Project	Ian Parks Kate Morrison	Kate Morrison	IP	CW
NALC	Paul Dancer	Chris Palmer	CW	CW
Town Parish Liaison Working Group	Chair / Vice Chair	Chair / Vice Chair	ALL	
Events Committee	Kate Morrison	Kate Morrison	CW	HL
NTC	Kate Morrison	Kate Morrison	CW	IP
JCSC	Chair Vice Chair	Chair / Vice Chair	ALL	
Amble Cultural Hub		Ian Parks	CW	HL
NLAC		To decide on receipt of agenda content	ALL	

- **TO CONSIDER THE APPOINTMENT OF AN INTERNAL AUDITOR**

27.1 To consider the appointment of the internal auditor Claire Miller for 2024/2025  
*Resolved: Members accepted the appointment of Claire Miller as Internal Auditor for 2024-2025*

- **APPOINTMENT OF INSURER**

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

*Resolved: Members agreed the appointment of Zurich 2022-2026*

- **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

## AMBLE TOWN COUNCIL – May 2024

- Memorial Design
- Cemetery Fees 2024-2025
- Permission to Erect a Memorial

### To agree:

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

### Deferred to June Full Council following ratification at May Amenities:

- 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 – *amendment to consider*

Due to the increased prices of consumables such as printer ink etc Members were asked to consider an increase in annual expenses for such items. The current allowance is £50 per member although not all members choose to reclaim this. Cllr Lewis proposed £70 which would ensure that this remains within the allocated overall budget head. Seconded by Cllr Morrison.

Resolved: The expenses policy is to be updated and the increase noted for the budget. Members were asked to be mindful of these increases when setting the next budget in October.

- 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

TC

## AMBLE TOWN COUNCIL – May 2024

### 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

TC

Please note some may also be applicable to more than one area.

*Subject to the Data Protection Risk Assessment due to be approved in June 2024 all policies were reviewed and accepted.*

### **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

**Resolved: Contracts already in place were accepted.**

### **15. BUSINESS REQUIRED BY STATUTE**

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

There has been no interest in the Councillor vacancy to date.

#### **15.2 Councillor Resignation**

Paul Dancer tendered his resignation as of 9<sup>th</sup> May 2024 and this was accepted by the Council. Council thanks Mr Dancer for his contribution to the work of the Town Council and the Town.

### **16. MINUTES: TOWN COUNCIL**

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

**Resolved: The minutes of the Full Council on 11 April 2024 were agreed as a true record.**

### **17. CLERK'S REPORT:**

**RECOMMENDATION – That the Council notes the contents of the report and**

## AMBLE TOWN COUNCIL – May 2024

Discussions have been held regarding Coble Quay Walkway and NCC have prepared the following statement:

*"Representatives of Northumberland County Council and Amble Marina Limited met recently with a view to resolving the longstanding issues at Coble Quay walkway and the adjacent car park. Meaningful discussions took place and proposals put forward which, if accepted, will result in the re-opening of the walkway and the provision of a number of extra parking spaces. Plans for moving the proposals forward are in place and the walkway will be repaired for reopening as soon as contracts are exchanged.*

*In relation to the car park, this has been closed by the owner on a temporary basis for repairs to potholes and will be reopened at the first opportunity."*

Rumours regarding development opposite the Amble Inn should be disregarded as this land belongs to Advance Northumberland who have not been approached by any parties. Aldi is considering expansion of its stores and Amble is the no.1. Advance Northumberland are aware although this is in very early stages. JW was made aware that the Town Council contacted Advance to make them aware of Aldi's intention to expand and also to remind them that they should be tidying the estate as a whole to make it attractive to other businesses.

The industrial estate is also in need of widespread weedkilling.

Cllr Watson to meet with Cllr Weir to take a look at the issues at Castle View.

### **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)**

CW

Cllr Weir attended a meeting of the SLA, NTC, Memorial Gardens, Neighbourhood Planning and the Estate Walkabout.

Cllr Morrison attended the AYP Auction.

### **21. FINANCIAL REPORT:**

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

Resolved: The payments and receipts were approved.

#### **21.2 Bank Reconciliation.** The bank reconciliation was approved.

**21.3 YTD figures –** The year to date figures were approved. The earmarked fund figures will be added once the external audit has been finalised.

#### **21.4 Grant requests**

- Escape Family Support

Cllr Parks proposed to support Escape Family Support with a donation of £250. Seconded by Cllr Lewis. All in favour. Clerk to contact.

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

Resolved: The Financial Regulations 2024-2025, Statement of Internal Control and Financial Risk Assessment Appendix A were approved.

TC

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

Resolved: The Asset Register was noted.

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

Resolved: The report of the Internal Auditor was accepted.

#### **21.8 Annual Governance and Accountability Return for 2023-2024**

- To consider and agree any actions arising from the report of the internal

## AMBLE TOWN COUNCIL – May 2024

ESH. ESH must ensure that there is adequate pedestrian access for allotment holders.

### **Flood issues at Paddlers Park:**

This will be addressed at the next Amenities Committee

### **23: PLANNING COMMITTEE**

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

Resolved: The terms of reference were accepted.

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

The report was accepted.

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

The consultation was noted. No response had been received from Members.

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

Clerk to contact NCC to urge planning officers to consider the highways implications whilst developments are being constructed and to consider the timetable set for developers to abide by when it comes to bringing the highways to a safe and acceptable standard. To await development completion of large developments was not considered satisfactory or safe. This issue also affects other developments within the county.

TC

### **24 AGENDA ITEMS:**

TC

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

Resolved: Retrospective approval was granted.

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

Resolved: Retrospective approval was granted. Clerk to push for a start date.

TC

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

Members understood why it was felt important to retain car parking spaces however this proposal does little to ease congestion on this road. Is it possible to add road markings instead? If necessary, there is a dis-used bus shelter road markings on Albert Street that can be removed to offer additional parking.

TC

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

Resolved: Cllr Parks to attend.

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

West Allotment Culvert Diversion – ESH have issued an amended proposal for the diversion of the culvert at West Allotment which appears to now be in the walkways which was the original request from ATC. After discussion with Amble Homes, Clerk to contact ESH. ESH must ensure that there is adequate pedestrian access for allotment holders.

TC

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

Matthew Connolly gave an update on the second meeting of the NDP Steering Group. Various roles and responsibilities have been decided and work is ongoing to create a facebook page and website for the NDP. An outline budget is required so that the Council can apply for funding. Members received the draft Terms of Reference for the steering group and provided some comments verbally. Clerk to send the comments to Matthew Connolly. There was some confusion over NCCs use of the Town Council and Parish and what that meant throughout different parts of the process. It was clarified that the Town

TC

## **AMBLE TOWN COUNCIL – May 2024**

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

**Noted on bloc**

### **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

**Noted en bloc**

Additional notes received regarding Annual Parish Meeting and Partnership Meeting with NCC

### **DIARY DATES**

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

### **27. DATE & TIME OF NEXT MEETING:**

27.1 13<sup>th</sup> 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**

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

ADT has been approached with a parking suggestion for the welfare however this was not acceptable to them.

Parking for the PlayZone is also yet to be established.

Assertion 8 – Significant Events – Confirmation of any details for legal claims outstanding against the body at 31 March 2024 and any provision for any uninsured element in the 2024/25 budget. – **This Council did not have any outstanding legal claims against the body and therefore no provision in the budget for this was necessary.**

Assertion 9 – Trust Funds – A copy of the March 2025 bank statement for the trust / charity

**This assertion is not applicable to Amble Town Council**