

Clerks Report – April 2026

231.APOLOGIES

Members to receive any apologies

232. To receive any declarations of interest from Members:

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 to ensure their declarations are up to date and to declare interests on any item on the agenda.

233. MINUTES: TOWN COUNCIL

233.1 To consider the minutes of the meeting held on 12 March 2026, items 212 – 230.2

Members asked to agree the minutes of the meeting held on 12 March 2026.

234. CLERK'S REPORT:

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

234.1 Clerks Report attached

Members to note the contents of the report.

235. CHAIRMAN'S COMMUNICATIONS and REPORT:

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

235.1: Chairman

Update to be provided by Cllr McTaggart

235.2: Vice Chairman

Update to be provided by Cllr Richards

236: Update from Neighbourhood Development Steering Group

236.1 To receive report update from Steering Group and Sub Committees if available

Update from Neighbourhood Development Plan Steering Group representative

237. REPORTS FROM COUNTY COUNCILLORS:

237.1: To receive a report from County Councillor Hume

Update to be provided by Cllr Hume.

237.2: To receive a report from County Councillor Davidson

Update to be provided by Cllr Davidson.

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

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

Members on outside bodies to provide an update on recent meetings.

239. FINANCIAL REPORT:

239.1 To consider voucher numbers 303 – 326 for payment and 74 - 79 for receipt.

Members to review and approve the receipts and payments.

239.2 Bank Reconciliation to 31 March 2026

Members to note the bank reconciliation to 31 March 2026

239.3 Year to date figures

Members to note the year to date figures.

239.4 Grant Requests

None

239.5 To agree additional signatories for the Council accounts

Council currently has two signatories on the banking accounts. It would be useful to have additional signatories to cover periods of sickness and holidays.

240. AMENITIES MANAGEMENT COMMITTEE:

240.1 To receive the minutes of the Amenities Committee from 26 March 2026

Members to receive and approve the minutes of the Amenities Committee.

240.2 To discuss request for x2 skips for East Allotment to assist with cleaning up affected plots

Members to consider the quotations for x2 skips to be placed at East Allotment at a cost of £640 plus VAT for 30 days, plus permit costs of £35 per 14 days. The costs will be met from the allotment fund.

240.3 To discuss the Paddlers Park Water Feature and possible leak on system

Members to consider the costs of running the water feature and receive an update from Cllr Rackhams leak investigations. Given that Council has committed to a new Environmental Policy, the large volume of water used and the large cost of this does not align with the Council's ecological aims. The Clerk has provided up to date meter readings to Northumbria Water to ensure billing is correct. Members to consider a way forward.

241: PLANNING COMMITTEE

241.1 To receive and note planning report

Members to note the report.

242. AGENDA ITEMS:

242.1 To receive an update on in house grounds maintenance progress

- **To consider proposed draft timeline for in house grounds provision**
Members to consider the draft timeline to ensure the required personnel are in post in time for the end of the transition period and handover. Amendments to be agreed as necessary.
- **To consider quotations for West Cemetery Buildings refurbishment if available**
Staff have contacted 3 contractors to provide quotations for remedial refurbishment works required to the old Mortuary building and the office block / toilet at Amble West Cemetery, to include electrical reconnection and water and hard standing outside the Mortuary. A site visit has been held with one contractor. Staff to update when further information is available.
- **To consider and agree Draft Job Description and Person Specification for Grounds Manager / Operative**

Members to review the draft Job Description and Person Specification.
Members to suggest additional tasks for inclusion to ensure that the JD reflects the position as best as possible. Members to confirm working hours.

- **To consider waste management costs received**

Staff are compiling quotations for waste management services for Amble West Cemetery. There are currently 8 bins on site. To date one quotation has been received. Staff to update when further information is available. Members to confirm arrangements for other areas.

- **To consider Play Area Inspection costs if available**

An interim arrangement is needed for Play Area Inspections. It is recommended that a member of staff is trained to take on this work for the duration of the transition period however it is expected that this will be a task for the Grounds Person once they are employed. The cost of the training is £200 for the one-day routine inspection and £300 for the operational course. It may be necessary to increase staff hours to complete this task.

- **To note sign off on Work Nest contract**

The contract with WorkNest has been signed as per agreement at meeting on 12 March 2026.

- **To note update from insurers**

The insurers have confirmed that the policy will auto renew this year. Once additional equipment and staff are online the policy will need to be updated to ensure it meets the needs of the Council.

- **To agree date of working party and equipment sourcing**

A meeting date to be agreed. Input from Members required.

242.2 To consider quotations for Memorial Gardens works

Quotations for the maintenance of the Memorial Gardens for a period of six months are as follows:

Quote 1:

Cut and strim of memorial grass areas

£116.03 plus VAT per cut

X12 cuts from April to September. Total £1401.99

Quote 2:

Grassed areas cut (min 20 cuts) arisings removed and areas made good, all hedges, roses, bushes cut back early/late season, planted areas weeded/tended as necessary, all arisings removed from site and area made good. Total £3640

Quote 3

For full maintenance of Memorial Gardens area - Grassed areas cut (min 18 cuts) arisings removed and areas made good, all hedges, roses, bushes cut back early/late season, planted areas weeded/tended as necessary, new planting undertaken as instructed, hard paved areas swept / litterpicked, litter bins / information boards cleaned, various weed killer applied, min x2 applications, all arisings removed from site and area made good. Total £3900.

242.3 To note the update with regards to CCTV provision

Advance Northumberland and Morrisons are looking to split the cost of CCTV provision at Morrisons car park 50:50. Internal authorisation is being sought. Clerk will provide further details when available.

242.4 To consider provision of Bus Shelter on Percy Drive

A bus shelter on Percy Drive has been suggested. Members to be mindful that as part of the Hauxley Grange planning conditions, a bus shelter was due to be provided. This has not yet been provided by the developer. The developer are of

the view that as technical sign off has been done with NCC that there is no obligation on them to provide a shelter as part of that estate. Hauxley View does not state conditions for the provision of a bus shelter. Members to consider writing to the developer for the purchase or a contribution.

The cost of a new 2m bus shelter is £6010. The cost of a new 3m bus shelter is £7033. The 2026/2027 revenue budget for bus shelters is £500. The earmarked funds for bus shelters is currently overspent. Members may want to consider this as a future priority as part of the 4 year strategy to ensure that adequate funds are programme for this.

242.5 To agree litter pick dates and sites programme

Members are encouraged to collect their litter picker from the office and litterpick around allocated areas weekly. Staff to arrange dates asap.

242.6 To receive an update on the Town of Culture Expression of Interest

Members to receive an update from Chair on status of Amble's UK 2028 Town of Culture bid and pay thanks to efforts of team working on bid and volunteer contributions.

243. COMMUNICATIONS: RECOMMENDATION - *That the Council note or discuss where necessary the items.*

243.1 None

244. INFORMATION ITEMS AND ITEMS FOR CIRCULATION:

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

244.1 Notes of meeting with Northumbria Police 25 March 2026

Noted