

**AMBLE TOWN COUNCIL**  
**Fourways 2, 6 Dilston Terrace, Amble NE65 0DT**  
**Tel: 01665 714695 / e-mail ask@amble.gov.uk**

You are **SUMMONED** to attend the Annual Meeting of the Amble Town Council to be held on Thursday 21<sup>st</sup> May 2026, 6p.m. followed by the meeting of Full Council at Fourways2, 6 Dilston Terrace, Amble, NE650DT.

**BY ORDER OF Vicki Smith**  
**Town Clerk**  
**14<sup>th</sup> May 2026**

**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

**2.ELECTION OF MAYOR AND CHAIRPERSON FOR 2026/2027**

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 2026/2027**

**To elect a Deputy Mayor / Vice Chair**

Nomination:

Proposer:

**Seco30. EXEMPT REPORT**

**30.1 Members to note the contents of the exempt report**

Members to note

der:

***Members are asked to vote.***

To receive the Chair / Mayor 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 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.

**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:  
         Secunder  
**Members are asked to vote.**  
 Vice: Nomination:  
         Proposer  
         Secunder by  
**Members are asked to vote.**
  - ii. **Planning Committee** – Called at the discretion of the Chair dependent on applications of public interest  
 Chair Nomination:  
         Proposer  
         Secunder  
**Members are asked to vote.**  
 Vice Nomination:  
         Proposer  
         Secunder  
**Members are asked to vote.**

**8.APPOINTMENT OF REPRESENTATIVES TO PARTNERSHIPS**

Meeting / Org / Group	2025-2026	Nominations 2026/2027	Proposer	Secunder
Amble Development Trust	Jenny Richards			
Amble Youth Project	Ciara Dawson			
NALC	Claire Connolly			
Town Parish Liaison Working Group	Chair / Vice Chair	Chair / Vice Chair		
Events Committee	Ciara Dawson			
NTC	Ivor Rackham			
JCSC	Chair / Vice Chair			

**9.TO CONSIDER THE APPOINTMENT OF AN INTERNAL AUDITOR**

To consider the appointment of the internal auditor David Newman for 2026/2027

**Members asked to note**

## **10.APPOINTMENT OF INSURER**

10.1 To agree the appointment of Zurich Insurance for 2026-2027

***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
- 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

**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.

## **12.DATES AND TIMES OF MEETINGS FROM MAY 2026 TO MAY 2027**

12.1 Members to formally agree to move to bi monthly meetings from May 2026 onwards

## **13.POLICIES & PROTOCOLS**

**To approve the recommendation to confirm at this annual meeting thereafter with a review as necessary subject to changes to policy and/or legislation. 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 - *AMENDMENT*
- Memorial Design
- Cemetery Fees 2026-2027
- 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
- Marking the Death of a Senior National Figure
- Powers and Duties
- Standing Orders 2026
- 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
- Memorial Garden Risk Assessment – *NEW*
- Environmental
- Health and Safety Handbook and Policy - *NEW*
- IT Policy
- Scheme of Delegation
- Staffing Committee Terms of Reference

### **Councillor**

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

- Contact Details Agreement

## **Employee**

- Employee Handbook - **NEW**

## **Finance**

- Financial Regulations 2026-27
- Grant Application
- Grants and Donations
- Earmarked Reserves

## **Public**

- Accident Reporting
- ATC Aims
- CCTV
- Charging
- Complaints Procedure
- General Data Protection
- General Privacy Statement
- Commemorative Seat Plaques
- Mission Statement
- Publication Scheme
- Accessibility Statement

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.*

- Gravedigging - Ongoing subject to contract detail
- Office Lease January 2022 – 2026
- Service Level Agreement – Northumberland County Council - Cemetery & Memorial Gardens Groundworks April 2026 – September 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
- WorkNest

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

15.1. None

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

16.1: To consider the minutes of the meeting held on 9 April 2026, items 231 - 249

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

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

17.1 Clerks Report

## **18 CHAIRMAN'S COMMUNICATIONS and REPORT:**

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

18.1: Chairman

18.2: Vice Chairman

## **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 Davidson

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

## **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)

## **22. FINANCIAL REPORT:**

22.1 To consider voucher numbers 1 – 35 for payment and receipt vouchers 1 - 10

22.2 Bank Reconciliation to 6 May 2026

22.3 YTD figures

22.4 Grant requests

- Northumberland Theatre Company

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

22.6 To note the Asset Register as of 31 March 2026

22.7 To note the outcome of the Internal Audit 2025-2026

22.8 Annual Governance and Accountability Return for 2025-2026

- 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 2025-2026
- To approve the Accounting Statement
- To approve the Explanation of Variances and additional Information requested for the Intermediate Audit

22.9 To receive an update on banking arrangements.

## **23.AMENITIES MANAGEMENT COMMITTEE:**

23.1 To discuss and agree the removal of the water feature and replacement options

## **24: PLANNING COMMITTEE**

24.1 To note planning outcomes for May 2026 - to follow

## **25 AGENDA ITEMS:**

25.1 To note: Council no longer meets the requirements for the GPC

25.2 To receive an update on in house grounds maintenance progress

- To receive an update on recruitment
- To consider quotations for West Cemetery Buildings refurbishment if available
- To consider waste management costs received

- To receive an update on WorkNest arrangements
- To discuss draft programme of winter works
- Members to agree delegated powers to Clerk to research and implement additional security fencing at Coal Yard

25.3 To consider and approve the Draft Strategic Plan

25.4 To consider one off additional page in The Ambler at a cost of £222, plus 3600 leaflets at an approximate cost of £300, with delivery costs of £200.

25.5 To discuss representation on Council meetings

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

**27. INFORMATION ITEMS AND ITEMS FOR CIRCULATION:**

27.1 To note date of Amble Town Council Awards 14 July 2026, 6.00pm, Conference Room.

27.2 Notes of joint Town and Parish Council meeting, 23<sup>rd</sup> April 2026

**DIARY DATES:**

18 May 2026, Police Community Engagement event, 6.00pm, Amble Library

20 May 2026, NCC Partnership Meeting, 10am, Council Office

21 May 2026, AGM and Full Council, 6.00pm, Conference Room, Fourways2

28 May 2026, Amenities Committee, 6.00pm, Council Offices

30 May 2026, Weeding Group, 10am, Amble West Cemetery

3 June 2026, Amble Town Investment Plan, 2.00pm, Amble Development Trust

6 June 2026, Litter Pick, meet at Church Street, 10.00am

13 June 2026, Weeding Group, 10am, Amble West Cemetery

17 June 2026, Northumbria Police, 5.30pm, Conference Room, Fourways2

20 June 2026, Litter Pick, meet at Church Street, 10am

27 June 2026, Weeding Group, 10am, Amble West Cemetery

4 July 2026, Litter Pick, meet at Church Street, 10am

9 July 2026, Full Council, Conference Room, Fourways2, 6.00pm

**28. DATE & TIME OF NEXT MEETING:**

28.1 9 July 2026, 6.00pm, Conference Room, Fourways2, 6 Dilston Terrace, Amble, NE650DT

**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**

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

**30. EXEMPT REPORT**

**30.1 Members to note the contents of the exempt report**

Members to note

**31. AGENDA**

31.1 To note completion of staff appraisals

31.2 To discuss staffing matters

31.3 To discuss and agree Honorary Freeman nominations

