Clerk Report – July 2026

32.APOLOGIES
Members to note apologies received.

33. 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 are reminded to ensure that their declaration of interest forms are up to date. The obligation is placed upon members to ensure that they update their forms.

34. MINUTES: TOWN COUNCIL
34.1 To consider the minutes of the meeting held on 21 May 2026, items 1 – 31.3
Members are to consider the content of the minutes and agreed that they are a true record of the meeting held on 21 May 2026.

35. CLERK'S REPORT:
RECOMMENDATION – That the Council notes the contents of the report and consider actions where necessary.
35.1 Clerks Report attached
Members to consider and note the updates within the Clerks Report.

36. CHAIRMAN'S COMMUNICATIONS and REPORT:
To receive the communications and report of the Chairman pertaining to Council Business:
36.1: Chairman
Members to note the update provided by the Chairman
36.2: Vice Chairman
Members to note the update provided by the Vice Chair

37: Update from Neighbourhood Development Steering Group
37.1 To receive report update from Steering Group and Sub Committees if available and discuss and agree costs for completion of project

38. REPORTS FROM COUNTY COUNCILLORS:
38.1: To receive a report from County Councillor Hume
Members to note the update provided by County Councillor Hume.
Items Members wish to raise with Councillor Hume are as follows:

- **Complaint re toilets on May bank holiday**
- **Dog fouling around the town**
- **Amble Toilets**
- **Leazes Street / Lime Street parking issues**

38.2: To receive a report from County Councillor Davidson
Members to note the report provided by County Councillor Davidson.

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

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

- NALC update June 2026 – report provided by Cllr Connolly.
- BT Switchover update – report provided by Cllr Rackham
- To receive update from Councillor Lee Osborne

40. <u>FINANCIAL REPORT</u>:

40.1 To consider voucher numbers 36 – 76 for payment and 11 - 25 for receipt.

Members to consider the above payments and receipts for approval.

40.2 Bank Reconciliation to 31 May 2026

Members to note the bank reconciliation up to 31 May 2026

40.3 Bank Reconciliation to 30 June 2026

Members to note the bank reconciliation up to 30 June 2026

40.4 Year to date figures

Members to note the year to date figures

40.5 Grant Requests

- **Hospice Care North Northumberland £2000**
  Additional data has been provided to include the number of people supported in Amble currently by Hospice Care North Northumberland:
  Between April 2025 and March 2026 17% of Hospice at Home referrals (18 patients) came from the Amble and 27% of dementia patients (12 patients) came from the Amble. The Bereavement service is currently supporting 4 clients from Amble.
- **Escape Family Support £200**
  Amble is 1% of their charity which equated to £169 and 10 families.
- **Dry Water Arts £480**
  For the purchase of 8 adjustable height tables
- **The Grange Nursing Home**
  Generic application form with no specific request. Application form has been sent for completion although not yet received.
- **The Colony Music Festival £1000**
  Grant request for contribution to sound / PA for community based music festival

41.AMENITIES MANAGEMENT COMMITTEE:

41.1 To receive the minutes of the Amenities Committee from 11 June 2026

Members to agree to the content of the Amenities Committee 11 June 2026

41.2 To discuss planting requirements and agree plan going forward

Members to consider planting requirements and plans for the town including Amble West Cemetery, Amble West Cemetery Fountain, High Street Garden, Coal Trucks x4 and Memorial Gardens. Consideration to be given to the type and quantity of plants required, seasonal requirements, and a watering plan. The next Amenities meeting takes place at the end of July and consideration needs to be given as to the time of year and likelihood of getting summer planting in place and whether efforts should focus on autumn. I have attached photos of previous schemes for info only.

41.3 To discuss additional bin provision on Leazes Street – Cllr Rackham

Cllr Rackham proposes that an additional bin is purchased for Leazes Street to assist with litter issues in this area. The cost of a bin is approximately £500. Having spoken to colleagues and NCC, bins with flaps are ineffective and do not prevent birds from picking litter out. NCC have agreed to empty the bin on their rounds if agreed. There are currently already 6 bins in the vicinity. Members to discuss.

42: PLANNING COMMITTEE

42.1 To receive and note planning report

Members to receive and note the contents of the planning report.

43. AGENDA ITEMS:

43.1 To receive an update on in house grounds maintenance progress to include reconfirmation of delegated powers bestowed to the Clerk to oversee the project.

The Clerk has prepared a report circulated with the agenda papers to provide the necessary update for Members. Members are asked to note the content of the report.

Under delegated powers bestowed in March 2026, the Clerk is seeking additional and formal endorsement of the action taken and expenditure to date.

43.2 To note new transitional Service Level Agreement with NCC

Under delegated powers in March 2026, Clerk has entered into transitional Service Level Agreement with NCC FOR 1 April 2026 – 30 September 2026

43.3 To review the Annual Parish Meeting – Cllr Rackham

Members to review the 2026 Parish Meeting and to discuss how Council can improve future Parish Meetings.

43.4 To consider the creation of a Working Group for Events & Community Engagement, looking at new council-led events, as well as reviewing past events & related policies where appropriate

Members to consider suggestions for new Town Council events. Ideas suggested to date:

- **Christmas Competition**
  In order to look to engage with the Community further, staff have suggested a number of events that should be easy to do with little cost to Council. Members to consider a Christmas Competition which could hopefully engage our younger residents and can also involve local schools. The competition could be asking young people to create a Christmas Story relating to Amble, other ideas are welcome. It is possible to have different age categories too. Members to discuss.
- **Easter Egg Hunt**
  Although too late for this year, an Easter trail / hunt would be a simple but effective and feel good fun for the Town. Ideas suggested include “finding the golden egg” with one hidden every day over the course of a week, with an easter egg / prize for the lucky winner, other ideas can be considered. Members to discuss.
- **Green Week 2027**
  A resident has queried whether Amble Town Council would consider having a Green Week in 2027 similar to that taking place at other local Town Councils. The event could focus on outreach, linking residents to schemes and ideas to reduce energy bills, learning about climate change and its impact and how this effects individuals, recycling advice, horticulture knowledge and perhaps some creation stations. Members are asked to consider whether the Town Council has the appetite for this so that staff can begin to reach out to relevant agencies and organisations.

43.5 To discuss amendments to the Honorary Freeman Policy – Cllr Rackham

Councillor Rackham has proposed that the number of recipients of the award be removed to allow greater flexibility for nominations. Members to discuss.

43.6 To discuss and approve the Member Protocol and Governance Framework

The Member protocol has been drafted as an aid to help Councillors and staff understand their roles and responsibilities so that Council business and effective governance can take place. The Governance Framework is intended to provide guidance on how matters affecting the Council and Councillors should be handled and what is expected.

These are new documents and Members are asked to ensure they read the content and approve. Members are asked to agree to additional standing order 26 regarding Proper Officer Ruling and procedure. Members are required to sign the governance framework to accept compliance.

43.7 To discuss water feature replacement options

During the last meeting the Clerk and members were tasked with looking into other options in place of the water feature of which Members have decided should be removed. Clerk has investigated options for a prominent telescope to be placed here and has sought advice and quotations of options available, including the refurbishment of the existing telescope. No other suggestions from Members have been presented for exploration. The report circulated with the meeting papers highlights the costs of each option, including additional extras for accessibility and child stands. Members to discuss.

43.8 To receive an update on the Garden and Civic Awards taking place on 14 July 2026

The Garden and Civic Awards are due to take place on 14 July and will be a different format to incorporate the Good Young Citizen Award as part of our junior category, this is for our junior residents under the age of 18, the adult civic award for those over 18 and an award for Team Spirit for those groups who go above and beyond for our community. We still have our usual categories of Best and Runner Up of each ward, Best of East and West Allotment plus Most Improved, Best Business / Community and the newest edition of Peoples Choice. This is to elevate community engagement and hear from our residents. The event is taking place on the 14th July 2026 at 6pm in the Conference Room with judging taking place on the gardens on Tuesday 1 July 2026.

43.9 To receive an update on grant sourcing for repairs to East Cemetery Spire

The Northumberland Coast National Landscapes are keen to work with the Town Council on securing grant funding to restore the East Cemetery Spire. The funding is from Heritage at Risk Capital Fund with the Clerk and Sarah Winlow working on an EOI for submission however further discussions with Historic England are needed to ascertain eligibility as we do not meet some of the criteria fully. There may also be scope to widen the restoration to include the railings and noticeboards etc however these discussions have yet to take place yet. There is another round of funding opening later this year. Members to consider whether they would like to apply to the grant as a wider project rather than the cemetery spire alone. The applicant must be the Town Council and not National Landscapes and therefore Members are asked to consider and agree submitting an Expression of Interest at the next round of funding.

43.10 To consider creation of Staffing Committee as per guidance from NALC and adoption of Staffing Committee Terms of Reference

Members are asked to agree to creation of a staffing committee, to agree membership and terms of reference.

43.11 To discuss proposals received from Community Governance Review

Council have been asked for their comments on the following proposals arising from the recent Community Governance Review:

- Reduction from 3 parish wards to 2
- Increase in parish council seats
- Transfer of the following areas from Warkworth Parish to Amble Parish:

    - Gloster Hill / Mariners View
    - The Braid
    - Coquet Yacht Club

Change of parish name from “Amble” to “Amble by the Sea”

Additional information has been circulated with the agenda papers. Members to consider the proposals and the impact of these, including the feeling of the community around these changes. The Clerk is seeking additional clarity regarding the 1976 resolution to formally be known as Amble by the Sea and

will report back findings.
43.12 To agree formal letter of thanks to Siobhan Leen and Gary Paxton – Cllr Rackham
Letter of thanks to be agreed for contribution to Crisis page in The Ambler.

44. COMMUNICATIONS: RECOMMENDATION - *That the Council note or discuss where necessary the items.*
44.1 None

45. INFORMATION ITEMS AND ITEMS FOR CIRCULATION:
RECOMMENDATION - *That the Council note the information items.*
45.1 None

46. DATE & TIME OF NEXT MEETING:
46.1 10 September 2026, Amble Town Council Offices, Fourways2 at 6p.m.

47. DATES FOR DIARIES
11 July 2026, 10am – West Cemetery Weeding
13 July 2026 – Police Engagement Day – 3pm – 6pm Amble Library
14 July 2026 – Garden and Civic Awards, 6.00pm, Conference Room
18 July 2026, 10am, litter pick, meeting point tbc
23 July 2026, Joint Town and Parish Council meeting, Conference Room, 6.00pm
25 July 2026, West Cemetery Weeding, 10am
30 July 2026, Amenities Committee, 6.00pm
1 August 2026, Litter pick, 10am meeting point tbc
8 August 2026, West Cemetery Weeding, 10am
12 August 2026, Northumbria Police, 5.30pm Conference Rom
22 August 2026, West Cemetery Weeding, 10am
29 August 2026, Litterpick, 10am, meeting point tbc
5 September 2026, West Cemetery Weeding, 10am
7 September 2026, Police Engagement Day, 3.00pm – 6.00pm Amble Library
10 September 2026, Full Council

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.