



**The Bungalow
Woodhorn Road
Newbiggin by-the-sea
Northumberland NE64 6HG
Tel: 01670 851833
02 November 2016**

To: All Members of Newbiggin by-the-Sea Town Council

Dear Councillor

You are requested to attend a meeting of the **Newbiggin by-the-Sea Town Council** to be held at 7.00 pm at Newbiggin Sports and Community Centre on **Wednesday 09 November 2016**.

Open Session to consider any questions from members of the public present at the meeting prior to the commencement of business. This will be at the invitation of the Chairperson and for a period of 15 minutes and limited to 3 minutes per person.

AGENDA

1. **Apologies for absence**
2. **Minutes** of the previous meeting held on 12 October 2016.
3. Minutes of the Environmental Working Group 02 November 2016
4. Minutes of the Finance Committee 7 November 2016
5. **DECLARATION OF MEMBERS INTERESTS** Members are invited to disclose any Disclosable Pecuniary Interests or other personal interests they may have in any of the items of business on the agenda in accordance with the Code of Conduct.
6. **Parliamentary Constituency Boundary Review**
7. **Town Plan**
8. **Use of Council Offices**
9. **Urgent Business (if any)** To consider such other business as, in the opinion of the Chairperson, should, by reason of special circumstances, be considered as a matter of urgency.

Yours faithfully

A handwritten signature in black ink, appearing to read 'Dennis Earl', is written over a thin horizontal line.

Dennis Earl Town Clerk