



The Bungalow
Woodhorn Road
Newbiggin by-the-sea
Northumberland NE64 6HG
Tel: 01670 851833
10 May 2017

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

Dear Councillor

You are requested to attend the **ANNUAL MEETING** of the **Newbiggin by-the-Sea Town Council** to be held at **7.00 pm** at the Grace Darling Campus on **Wednesday 17 May 2017**.

AGENDA

1. **Election of Mayor and Chairman of the Council**
2. **Mayor's Declaration of Acceptance of Office**
3. **Election of Deputy Mayor and Vice-Chairman of the Council**
4. **Apologies for absence**
5. **Minutes** of the previous meeting held on 22 March 2017
6. **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.
7. **Election to Town Council**
8. **Appointment of Committees**
9. **Annual Governance Statement**
10. **Internal Audit Annual Report**
11. **Annual Accounts Accounting Statements Annual Report for 2016/2017**
12. **Bank Signatories**
13. **Deed Signatories**
14. **Annual Town Meeting**
15. **Newbiggin by-the-Sea Parkrun – Grant Request**
16. **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 horizontal line.

Dennis Earl Town Clerk