

NEWBIGGIN-BY-THE-SEA TOWN COUNCIL

**Minutes of the Annual Council Meeting held on Wednesday 15 May 2013
at 7 pm at the St Bartholomew's Church Centre Newbiggin.**

PRESENT:

Councillors: R McCready (Outgoing Chairperson)
W Rogers (Mayor)

M Boon L Burns M Cholerton
A Thompson S Todd

Officer: D Earl – Town Clerk

IN ATTENDANCE: 12 members of the public

C001/13 ELECTION OF MAYOR AND CHAIRMAN OF THE COUNCIL

It was proposed and seconded that Councillor Will Rogers be elected Mayor and Chairman for the next municipal year.

RESOLVED that: Councillor Will Rogers be elected Mayor and Chairman of the Town Council for the year 2013/2014.

C002/13 MAYOR'S DECLARATION OF ACCEPTANCE OF OFFICE

The Declaration of Acceptance of Office was made and signed by Councillor Rogers.

C003/13 APOLOGY FOR ABSENCE

An apology for absence was received from Councillor M Peden.

C004/13 ELECTION OF DEPUTY MAYOR AND VICE-CHAIRMAN OF THE COUNCIL

RESOLVED that: Councillor Malcolm Peden be elected Deputy Mayor and Vice-Chairman of the Town Council for the year 2013/2014.

C005/13 MINUTES OF THE LAST MEETING

The minutes of the meeting held on 10 April 2013 were agreed and signed as a correct record.

The Town Clerk advised that there were three matters to be raised following decisions at the last meeting. It transpired that the cost of printing additional copies of the Events Leaflet was significantly higher than anticipated and Members considered that more were required for distribution to visitors from local businesses.

One of the County Housing Developer Fund grant conditions relating to the refurbishment of the Skate Park required written confirmation of the planning position. While this was in effect an inter-departmental matter it could only be formally obtained by submitting a formal Pre-Planning Application and paying a fee.

The views of the Town Council regarding the recent development at the front of Beach Terrace had been conveyed to the County Planning Department and a comprehensive reply received. That confirmed that permitted development rights under the national planning legislation allowed all of the works relating to highway access; removing the garden wall; installation of hard stand to be carried out without seeking planning consent and the County Council had no powers to take enforcement action.

It was RESOLVED that:

- (i) A further 2,000 Events Leaflets be obtained and distributed to local outlets at a cost of £309;**
- (ii) The Town Clerk be requested to submit a Pre-Planning Application for the Skate Park and pay the requisite fee;**
- (iii) The position regarding the development at Beach Terrace is noted.**

C006/13 MINUTES OF THE GRANT COMMITTEE

The minutes of the Grant Committee held on 10 April 2013 were received.

C007/13 DECLARATION OF MEMBERS INTERESTS

All Members of the Town Council had recently made new Declarations of Interest that would be submitted to the County Monitoring Officer for publication. No new declarations of interests were made at the meeting.

C008/13 APPOINTMENTS TO TOWN COUNCIL

The Town Clerk reported on the unopposed appointment of seven Councillors to the Town Council. One position was left in the North Ward and the Council was able to co-opt a qualified person and a number of expressions of interest had already been received. The National Association of Local Councils strongly recommended that public notice should be given for an open and transparent appointment process and had published a suggested person specification.

RESOLVED that public notice be given and qualified persons invited to apply for the remaining position on the Council.

C009/13 APPOINTMENT TO COMMITTEES

The Town Council considered the appointment of Committees; Working Groups; and to Outside Bodies. It was agreed to appoint the following Committees and Working Groups to facilitate Council business.

RESOLVED that:

- (i) **The Chairperson Councillor W Rogers and Councillors M Boon; M Cholerton; A Thompson; S Todd be appointed to the Finance Committee;**
- (ii) **The Chairperson Councillor W Rogers and Councillors M Boon; L Burns be appointed to the Grant Committee;**
- (iii) **Councillors M Cholerton; M Peden; W Rogers be appointed to the Bay Environment Working Group;**
- (iv) **Councillor M Cholerton be appointed to the Transport Working Group and the vacancy be deferred to the next meeting;**
- (v) **Councillor W Rogers be appointed to the Woodhorn Church Working Group;**
- (vi) **The continued appointment of the Chairperson Councillor W Rogers to the Northumberland Association of Local Councils was confirmed;**
- (vii) **The Chairperson Councillor W Rogers was appointed to the Newbiggin Portas Team;**
- (viii) **Councillor M Boon was appointed to the Newbiggin in Bloom Association.**

C010/13 ANNUAL INTERNAL AUDIT REPORT FOR 2012/2013

The Council considered the report of the Internal Auditor as set out in Appendix 1 and considered it to be a good report. There were no matters which the Auditor wished to formally draw to the attention of the Town Council. The accounts had been satisfactorily audited and the internal audit report signed for submission with the annual return to the external auditors.

RESOLVED that: the Internal Audit Report be accepted.

C011/13 ANNUAL ACCOUNTS AND ACCOUNTING STATEMENT FOR 2012/2013

The Town Clerk advised members that the Accounts for the financial year 2012/2013 had been completed and audited and were currently available for inspection by the public as required by the legislation.

The Final Accounts and Balance Sheet were attached at Appendix 2 for members' consideration together with the Accounting statements set out in Appendix 3 which had to be endorsed by the Town Council and signed by the Chairperson prior to submission to the External Auditors.

RESOLVED that: the Final Accounts Balance Sheet and Accounting Statements for 2012/2013 be agreed.

C012/13 ANNUAL GOVERNANCE STATEMENT

Members were advised that a further requirement of the audit process was that an Annual Governance Statement was incorporated in the Annual Return having been

considered and approved by the Council and signed by the Chairman and the Town Clerk. A draft statement attached at Appendix 4 to the report was considered and reviewed by members who expressed their satisfaction with the sound system of internal control of the Council.

RESOLVED that: the Town Council approves the Annual Governance Statement.

C013/13 DIARY OF MEETINGS 2013 - 14

A draft Diary of Meetings for the rest of the municipal year was considered by the new Council and Members confirmed that they would consider alternative venues to the Sailing Club.

RESOLVED that the Diary of Meetings set out in the Appendix be agreed.

C014/13 URGENT BUSINESS

The Chairperson welcomed the newly elected County Councillor Liz Simpson to the meeting.

C015/13 PRAYERS BEFORE TOWN COUNCIL MEETINGS

The Chairperson referred to the early meetings of the Town Council following its inauguration in 2009 when a short prayer had been said at the commencement of the meeting which he felt should be reintroduced. Members considered the matter and one indicated the belief that religion and politics should remain separate and as he would not participate would join the meeting later.

RESOLVED that the Town Council agree to a prayer being said at the commencement of Council Meetings.

OPEN SESSION

- A member of the public requested that the Town Council consider further the provision of Notice Boards in the town apart from the small ones on some bus shelters.

Signed by the Chairman:

Date:.....

DIARY OF MEETINGS – 2013/2014

DATE	MEETING	VENUE	TIME
2013			
12 JUNE	TOWN COUNCIL	Grace Darling Campus	7.00 pm
10 JULY	TOWN COUNCIL	St Bartholomew's Church Centre	7.00 pm
11 SEPTEMBER	TOWN COUNCIL	Sports Centre	7.00 pm
Tba	Finance Committee		
Tba	Grants Committee		
09 OCTOBER	TOWN COUNCIL	St Bartholomew's Church Centre	7.00 pm
13 NOVEMBER	TOWN COUNCIL	Grace Darling Campus	7.00 pm
11 DECEMBER	Finance Committee		7.00 pm
2014			
15 JANUARY	TOWN COUNCIL	Sports Centre	7.00 pm
12 FEBRUARY	TOWN COUNCIL		7.00 pm
Tba FEBRUARY	Grants Committee		
Tba MARCH	Finance Committee		
12 MARCH	TOWN COUNCIL	St Bartholomew's Church Centre	7.00 pm
09 APRIL	TOWN COUNCIL	Grace Darling Campus	7.00 pm
14 MAY	TOWN COUNCIL	Sports Centre	7.00 pm