



Town Council Cottage
7 Front Street
Newbiggin by-the-sea
Northumberland NE64 6NU
Tel: 01670 811048

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

04 May 2011

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 in the St. Bartholomew's Church Centre Front Street Newbiggin on **Wednesday 11 May 2011**.

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. **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 13 April 2011 (attached)
6. **Minutes** of the Grant Committee held on 28 April 2011
7. **DECLARATION OF MEMBERS INTERESTS**
Members are invited to disclose any personal and/or prejudicial interests they may have in any of the items of business on the agenda in accordance with the Code of Conduct.
8. **Annual Internal Audit Report**
9. **Annual Accounts and Accounting Statement for 2010/2011**
10. **Annual Governance Statement**
11. **Memorial Park informal consultation**
12. **Review of the Town Plan**

13. **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', written over a horizontal line.

Dennis Earl

Town Clerk