



Town Council Cottage  
7 Front Street  
Newbiggin by-the-sea  
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To: All Members of Newbiggin by-the-Sea Town Council

Dear Councillor

04 April 2013

You are requested to attend the meeting of the **Newbiggin by-the-Sea Town Council** to be held at 7.00 pm at the Newbiggin Sports and Community Centre on **Wednesday 10 April 2013**.

**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 PART I

1. **Apologies for absence**
2. **Minutes** of the previous meeting held on 26 March 2013 (attached)
3. **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.
4. **Annual Town Assembly**
5. **Town Plan Review**
6. **Events Leaflets**
7. **Public Toilet Project**
8. **Outstanding Projects and Budgets**
9. **Youth Leisure Programme**
10. **Skate Park Update**
11. **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