



The Bungalow
Woodhorn Road
Newbiggin by-the-sea
Northumberland NE64 6HG
Tel: 01670 851833
05 May 2016

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 **7.30 pm** at the St Bartholomew's Church Centre on **Wednesday 11 May 2016**.

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 2016
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. **Appointment of Committees**
8. **Review of Financial Regulations**
9. **Annual Governance Statement**
10. **Internal Audit Annual Report**
11. **Annual Accounts Accounting Statements Annual Report for 2015/2016**
12. **Newbiggin by-the-Sea Stage Dance Festival – Grant Request**
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