

NEWBIGGIN BY THE SEA TOWN COUNCIL

Minutes of a Meeting held on Friday 18th September 2008 at 6pm at St Batholomew's Church Centre.

PRESENT:

Councillors: W Rogers (Chair)
M Boon
M Cholerton
R McReady
M Kirkup

IN ATTENDANCE:

H Rogers-Doyle, Minute Taker
4 members of the public

OPEN SESSION

Issues raised during the open session included:

- An online calendar is being set up to include dates for the Town Council, Churches, Arts Forum and Sailing Club to avoid clashes in dates.

CO38/09 1. APOLOGIES FOR ABSENCE

Apologies for absence had been received from Councillors Anderson, Peden and Thompson.

CO39/09 2. MINUTES OF THE LAST MEETING

The minutes of the meeting held on 9 September 2009 were agreed and signed as a correct record.

CO40/09 3. DISCLOSURE OF INTERESTS

There was no disclosure of interests.

CO41/09 4. SCHOOL TRANSPORT

Lynn Burns of Newbiggin Parents Forum gave an update on the situation of transport to and from the Josephine Butler Campus. Negotiations with Arriva bus company and the Academy management have been positive. A resolution of the situation was hoped to be reached, Lynn Burns has a meeting in place with the Academy management.

RM asked if any further support was required from the Town Council, Lynn Burns replied that the support already given has been appreciated and has been sufficient.

MB has contacted the Lottery with regard to funding a bus, information is to be sent to him in response to this request. However it is felt at this time that this is not necessary as a resolution is hopeful.

Council decided it would not be appropriate to underwrite the cost of providing transport.

Council thanked the ladies present from Newbiggin Parents Association for their work with Arriva, the Academy and the County.

CO42/09

5. NEWBIGGIN GARDENS COMPETITION 2010

RM asked the council whether there Garden Competition was to be run again next year. This years competition ran at a cost of £300.00 with a small number of entrants. If the competition is to run next year then RM would like to advertise it at this year's presentation to increase awareness within the community.

MB said he was aware of people from the allotments who had wanted to enter this year's competition but thought the timescale was too short and were looking forward to next years event.

It was suggested that the competition be run again next year. WR proposed that this should be at a cost of £500.00, this was seconded by MK.

CO43/09

6. APPOINTMENT OF TOWN CLERK

Discussion of changes to be made to the Job Description and Person Specification on the advice of David Francis.

RM to add more details about Newbiggin into the context section.

Bi-monthly council meetings to be changed to monthly council meetings.

Blyth Valley and Wansbeck to be amended to read Wansbeck and Blyth Valley.

The wording 'full clean driving licence' and 'own transport' to be amended to 'full driving licence and own transport'.

Council agreed that only the above changes were necessary.

Questions were asked about pensions which will be revisited once the successful applicant is in post.

The Timescale for the application process was discussed. The final draft of the Job Description and Person Specification is to be with David Francis by Monday 21 September 2009. The closing date for applications is Monday 5 October 17:00. The selection of applicants is to take place on Wednesday 7 October with the possibility of running into Thursday 8 October. Interviews are to be held on Friday 16 October. It is hoped that the successful applicant will be in place by Wednesday 11 November.

It was decided that the Job of Town Clerk should be advertised at Sector One, Fish4, The Jobcentre and on the County Council Website.

Council agreed that the interview panel will consist of David Francis, MB, MK, WR and RM

A maximum of 6 people will be selected for interview.

A public meeting was scheduled for Wednesday 21 October 2009 to ratify the appointment of Town Clerk before a formal offer can be made to the successful applicant. St Bartholomew's Church Centre was booked for this meeting.

RM asked that the council send potential interview questions to her via email.

Council agreed that someone may need to be added to the shortlisting panel, this will be reviewed should this be deemed necessary.

Council agreed that David Francis and Sue Finch are to continue their work for the council during the interim period, until such time as the Town Clerk is in post, as proposed by David Francis.

WR thanked RM on behalf of the council for all the work she has put into preparing the Job Description and Person Specification for the position of Town Clerk.

CO44/09

7. ANY OTHER BUSINESS

The method of advertising the Town Council Meetings was discussed. Councillors have placed posters in shop windows around Newbiggin by the Sea. The Reverend Judith Grieve offered to place a poster in the Church Centre window. WR to speak to Trevor Violet from Northumberland County Council to collect a key for the display boards on the Piazza so that meetings can be advertised in a central location.

WR proposed that the meeting of the Council be rotated around various locations, so that the community does not see the Council as belonging to only one part of the Newbiggin by the Sea. It was decided that this would be possible providing the advertisement of the meeting was made more prominent.

RM to speak to Jason Thompson about Website hosting, with a view to the Council setting up their own website which it is proposed would be managed by the Town Clerk.

The Reverend Judith Grieve advised the council that an Advent Carol Service is to be held by Newbiggin Churches Together on Sunday 29 November in the Piazza. She asked the council if it would be possible to have a 'switching on' of the Christmas lights in that area of the town during the service. Council will investigate the possibility of a 'switching on' which would include the areas of The Coble, Nevins Nibbles and the old barber's shop.

MK thanked the council on behalf of Tri Northumberland for their sponsorship of the Triathlon and also the people of Newbiggin for their support of the event.

WR extended an invitation to the Councillors to attend Ashington Town Council's Civic Service at St Johns Church in Ashington on Sunday 27 September 2009 at 18:00.

Council discussed a memorial wreath for Remembrance Sunday. It was agreed that two wreaths would be purchased from the British Legion, one for each ward of Newbiggin. MB to contact Keith Laws of the British Legion to organise wreaths. MB proposed that a donation of £100.00 be made to the British Legion, this was

seconded by MC.

The Meeting ended at 19:10.

CO45/09

8. DATE OF NEXT MEETING

The next meeting of the Council will be held on Wednesday 21 October 2009 at 19:00, in St Bartholomew's Church Centre.