

NEWBIGGIN-BY-THE-SEA TOWN COUNCIL

**Minutes of the Annual Council Meeting held on Wednesday 15 May 2015
at 7.30 pm at the Newbiggin Sports and Community Centre.**

PRESENT:

Councillors: M Peden (Mayor)
S Todd (Mayor)

M Boon L Burns M Cholerton
R Dixon W Rogers A Thompson

Officer: D Earl – Town Clerk

IN ATTENDANCE: 7 members of the public

C001/15 ELECTION OF MAYOR AND CHAIRMAN OF THE COUNCIL

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

RESOLVED that: Councillor Stuart Todd be elected Mayor and Chairman of the Town Council for the year 2015/2016.

Councillor Todd expressed thanks on behalf of the Council to the previous Mayor Councillor Peden for all of his work in the background over the past twelve months making reference to the numerous meetings to progress matters in the interests of the town.

It was a very significant period for the Town Council coming to the end of the initial Town Plan period with discussions to take place and extend it. Improvements had been seen in the town and crucial issues addressed. The Portas Town Team had dealt with some good issues over the past few years and as it was coming to an end the Town Council needed to look at requirements for the future. Many grants had been distributed over the last six years and he felt it was time to look at the criteria for the future.

C002/15 MAYOR'S DECLARATION OF ACCEPTANCE OF OFFICE

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

C003/15 ELECTION OF DEPUTY MAYOR AND VICE-CHAIRMAN OF THE COUNCIL

It was proposed and seconded that Councillor Malcolm Peden be elected Deputy Mayor and Vice-Chairman for the next municipal year.

RESOLVED that: Councillor Malcolm Peden be elected Deputy Mayor and Vice-Chairman of the Town Council for the year 2015/2016.

C004/15 MINUTES OF THE LAST MEETING

The minutes of the meeting held on 08 April 2015 were agreed and signed as a correct record.

C005/15 DECLARATION OF MEMBERS INTERESTS

There were no new declarations of interests from Members at this stage.

C006/15 APPOINTMENT TO COMMITTEES

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

RESOLVED that:

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

C007/15 ANNUAL INTERNAL AUDIT REPORT FOR 2014/2015

The Internal Auditor had completed the audit of the Council's accounts and accounting processes and Members considered his report as set out in Appendix 1. 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 Auditor being satisfied that they presented fairly the income and expenditure for the year had signed the report for submission with the annual return to the External Auditors.

The Chairman thanked the Town Clerk for the good order of the accounts and for the good work undertaken in respect of the financial management.

RESOLVED that: the Internal Audit Report be accepted.

C008/15 ANNUAL ACCOUNTS AND ACCOUNTING STATEMENT FOR 2014/2015

The Town Clerk introduced the Accounts for the financial year 2014/2015 which had been completed and audited as noted above. The Accounts would shortly be 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 2014/2015 be agreed.

C009/15 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.

C010/15 RESTORATION OF THE ROCKET HOUSE PROJECT

The Town Clerk reported a request from the Newbiggin Heritage Partnership to support a project to restore the Rocket House to a standard required of a listed property and the involvement of the North of England Civic Trust. A First Round Pass had been achieved in the grant process with the Heritage Lottery Fund towards the costs of the development phase and the Town Council was requested to contribute £1,000. Match funding was important in such schemes and Members recognised that the building was a very important part of the local heritage.

RESOLVED that: the matter be deferred to the next meeting so representatives of the Heritage Partnership could attend to provide more detail of the scheme.

C011/15 URGENT BUSINESS

The Chairman agreed to consideration of the following urgent item in view of the need for an early reply and arrangements to be made.

C012/15 TOWN TWINNING FRIENDSHIP AGREEMENT WITH REMSCHEID AND ASHINGTON

A Civic Invitation had been received from the Oberbergermeister of Remscheid for the Town Council to send representatives to a joint twinning event in their city over the weekend of 15 – 17 August along with Ashington Town Council.

To further the friendship arrangements a Partnership Deed had been developed incorporating the history of the twinning friendship since its inception in 1952 covering the former authorities and aspiring to the continue and further development of exchanges between schools, associations and organizations with the aim of promoting mutual understanding. A formal copy of the document was being prepared by local calligrapher Tom Fleming for signature by the respective Mayors at a ceremony on 16 August and a copy would be provided to each Council.

Members warmly welcomed the continuation of the community exchange and agreed to the Mayor attending the civic event over the weekend on behalf of the Town Council. The Mayor made it clear that he would self fund the visit. Any other Councillors able to attend would advise the Town Clerk as soon as possible so that travel arrangements could be confirmed.

RESOLVED that: the Civic Invitation from Remscheid be accepted and the Town Council be represented by the Mayor.

Signed by the Chairman: Date:.....