

## NEWBIGGIN-BY-THE-SEA TOWN COUNCIL

**Minutes of the Annual Council Meeting held on Wednesday 11 May 2016 at 7.30 pm at the St Bartholomew's Church Centre, Newbiggin by-the-Sea.**

### **PRESENT:**

Councillors: S Todd (Mayor)  
M Boon L Burns M Cholerton  
R Dixon M Peden W Rogers A Thompson  
Officer: D Earl – Town Clerk

**IN ATTENDANCE:** 8 members of the public

#### **C001/16 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 2016/2017.**

#### **C002/16 MAYOR'S DECLARATION OF ACCEPTANCE OF OFFICE**

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

#### **C003/16 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 2016/2017.**

#### **C004/16 MINUTES OF THE LAST MEETING**

The minutes of the meeting held on 13 April 2016 were agreed and signed as a correct record.

#### **C005/16 DECLARATION OF MEMBERS INTERESTS**

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

#### **C006/16 APPOINTMENT TO COMMITTEES**

The Town Council considered the appointment of Committees; Working Groups; and Members to Outside Bodies. The Chairman invited Members to consider whether any changes were necessary and all agreed to continue with the same Members as before. Councillor Rogers did not wish to continue with the Portas Town Team as he considered it had done good work in the town but had now run its course. As it was likely to finish in June no nomination would be made. It was stated that there was still work to do to secure the

future of Woodhorn Church including the meadow and car park to make it viable and the Chair confirmed the benefits and knowledge accessible through the NALC meetings. 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 W Rogers be appointed to the Woodhorn Church Working Group;**
- (v) **Councillor S Todd be appointed to the Northumberland Association of Local Councils;**

**C007/16 REVIEW OF FINANCIAL REGULATIONS**

New model Financial Regulations had been prepared by the National Association of Local Councils and circulated for Members information. It had been intended to review the regulations at the meeting but the Chairman indicated that in view of the significant changes proposed to current practice detailed consideration needed to be given to the content and that he would meet with colleagues to discuss the issues and proposals brought back for consideration taking account of financial implications and good housekeeping.

**RESOLVED that: consideration of Financial Regulations be deferred for detailed consideration and report back to the Town Council.**

**C008/16 ANNUAL GOVERNANCE STATEMENT**

Members were advised that a 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. The process had been changed this year as the External Auditors required local councils to consider the governance issues ahead of accepting the internal audit and accounting statements.

The Chair led detailed consideration of the draft statement attached at Appendix 1 to the report which was considered and reviewed by members who expressed their agreement with each aspect of the accounting control and audit processes.

**RESOLVED that: the Town Council approves the Annual Governance Statement.**

**C009/16 ANNUAL INTERNAL AUDIT REPORT FOR 2015/2016**

The new Internal Auditor had completed the audit of the Council's accounts and accounting processes and Members considered his report as set out in Appendix 2 which included a summary of the work carried out. Evidence from the audit testing was sufficient to give reasonable assurance and demonstrated adequate and effective controls in place.

There were no matters which the Auditor wished to formally draw to the attention of the Town Council and he had signed the report to be submitted to the External Auditors.

**RESOLVED that: the Internal Audit Report be accepted.**

**C010/16 ANNUAL ACCOUNTS ACCOUNTING STATEMENT ANNUAL REPORT FOR 2015/2016**

The Final Accounts for the financial year 2015/2016 which had been completed and audited as noted above had been circulated with the report from the Town Clerk at Appendix 3 together with the Accounting Statements at Appendix 4 and the Contingencies and Balances set out in Appendix 5. The Accounting Statements had to be endorsed by the Town Council and signed by the Chairperson and Town Clerk as part of the Annual Report for submission to the External Auditors.

The Accounts would be available for inspection by the public from mid June as required by the legislation.

**RESOLVED that: the Final Accounts Accounting Statements and Contingencies and Balances for 2015/2016 are agreed by the Town Council.**

**C011/16 NEWBIGGIN BY-THE-SEA STAGE DANCE FESTIVAL**

A request for financial assistance from the Simonside Dance Academy towards the Newbiggin by-the-Sea Stage Dance Festival to be staged in the town had been received. A contribution towards costs of venue hire and professional fees had been requested and while Members supported the event they required more detailed information.

It was proposed that an interim grant be approved and more detailed information requested concerning overall expenditure and other contributions.

**RESOLVED that: a grant of £750 be approved and further information be requested.**

**C012/16 URGENT BUSINESS**

The Chairman agreed to consideration of one item of urgent business to consider support for the acquisition of equipment in the community.

**C013/16 LOCATION OF DEFIBRILLATOR AT THE MARITIME CENTRE**

The meeting was advised that the Portas Town Team had arranged to purchase a Defibrillator for emergency use in the bay area and the Maritime Centre would cover charging costs and checking by staff. The Town Council was requested to provide insurance cover and Members were supportive in principle although as the Town Council had no insurable interest it could not simply be added to existing insurance cover so suitable arrangements would have to be discussed.

**RESOLVED that: the request be deferred to consider how best arrangements could be put in place.**

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