

## NEWBIGGIN-BY-THE-SEA TOWN COUNCIL

**Minutes of the Town Council Meeting held on Wednesday 22 March 2017 at 7 pm  
at The Bungalow Woodhorn Road Newbiggin by-the-Sea.**

### **PRESENT:**

Councillors: S Todd (Chairman)  
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

The Chairman referred to the tragic events in London earlier in the afternoon and the meeting observed a period of quiet contemplation.

### **C094/16 MINUTES OF THE LAST MEETING**

The Chairman led consideration of the previous minutes and with regard to C082/16 a Member stated that their proposal had not been recorded and the Town Clerk advised that as it had not been seconded it was not necessary as the meeting could not consider it.

At minute C090/16 a Member made references to a director and the status of the company and was advised by the Chairman that these were issues for Companies House. Again recording an individual vote against a proposal was not necessary unless the formal procedure for recording all Members votes was invoked at the correct time.

The Member contended that the item at minute C093/16 had not been on the agenda and the Town Clerk confirmed that the matter was part of the request considered under C090/16 and considered in Part II owing to consideration of exempt information as indicated in the minutes.

A number of other questions had apparently been sent to the Clerk that evening which would be considered in due course.

**It was RESOLVED that the minutes of the meeting held on 08 March 2017 were agreed as a correct record and signed by the Chairman.**

### **C095/16 DECLARATION OF MEMBERS INTERESTS**

**No new interests were declared.**

### **C096/16 EXCLUSION OF PRESS AND PUBLIC**

**RESOLVED: That under Section 100A (4) of the Local Government Act 1972, the press and public be excluded from the meeting during consideration of the following items on the Agenda as they involve the likely disclosure of exempt information as defined in paragraphs 1 and 3 of Part I of Schedule 12A of the 1972 Act relating to personal financial and business affairs.**

## **C097/16 STAFF ESTABLISHMENT**

The Chairman introduced the report of the Town Clerk and the meeting considered the relevant issues to be taken into account to increase the Town Council establishment to meet current requirements and expectations. The overall Job Description had been revised and extended and the various amendments were considered in detail and accepted.

Members discussed the merits of a full- or part-time post to work alongside the Town Clerk in context with the exempt and confidential information gleaned from other Town Councils as well as their respective budgets for management and support costs in comparison to the budget provision for the next financial year. It was generally accepted that a full-time post for a Deputy Town Clerk with relevant experience and qualifications was required so that the high level requirements and obligations could be covered five days each week as the Town Council progressed with the expectations of the local community.

It was accepted that the salary scale would have to be considered in context with other local opportunities in local councils and as an element of the Town Clerk's salary which would have to be reviewed.

### **RESOLVED that:**

- (i) the overall content of the revised Job Description be agreed;**
- (ii) a new post of Deputy Town Clerk be added to the Town Council establishment and a suitable candidate be appointed on NJC Scale LC2 (30-34).**

## **C098/16 FLOODLIGHTING AND CCTV AT THE SKATE PARK**

The Town Clerk reported that the long awaited scheme for floodlighting the Skate Park and MUGA had received planning consent and could now be implemented as funding had been earmarked in balances for several years.

Members had previously discussed the need to also install CCTV coverage in this area to deter vandalism and provide better security for the Town Council office and the rear of the Sports Centre to which it would be linked. The scheme would be partly installed in County land and was supported by the Centre Management and Northumbria Police. Estimates were considered and some final costs were awaited but Members were keen to progress the installations and undertaking both together would reduce installation costs.

**RESOLVED that: schemes to install floodlighting and CCTV at the Skate Park be agreed and powers be delegated to the Town Clerk to place orders within an overall budget of £29,400 from balances.**

## **C099/16 PROMENADE AND BEACHWORKS QUOTATIONS**

Following on from discussions at the last meeting quotations had been obtained for a range of schemes to enhance the bay ahead of the next summer season as outlined in the report and discussed by Members.

It was agreed to specify the mid-range paint and proceed with painting the promenade railings in specific sections and proceed with a further trial for sand relocation to try and ease the wind-blown problem on the promenade ramps and steps with a day rate for the County contractor.

After meeting on site at the Church Point with the County Highways Maintenance Engineer and Highways Construction Manager they had indicated that a minimum highways standard tarmac footpath with timber edging could be installed by them on County land to connect through from the car park to the top of the new steps at the end of the promenade.

A recent approach had been made to try and re-establish a Triathlon Event in Newbiggin by-the-Sea in September if a contribution could be made to the costs associated with road closure. Members were strongly in favour of this to attract competitors and visitors to the town and an allocation remained in the current budget. This would be seen as a trial and reports requested from stakeholders following the event.

**RESOLVED that:**

- (i) The mid-range paint be specified and works be ordered to paint the promenade railings;**
- (ii) Delegated powers be granted to the Town Clerk to place the necessary orders within an overall budget of £8,580 plus materials;**
- (iii) Further sand redistribution trials be agreed for four days at the day rate specified;**
- (iv) County Highways Construction be requested to undertake the footpath works at the Church Point as part of the environmental improvement scheme at a cost of £9,843;**
- (v) The re-establishment of a sprint triathlon in Newbiggin be encouraged and the budget allocation of £2,500 be earmarked in balances for the next financial year.**

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