

NEWBIGGIN-BY-THE-SEA TOWN COUNCIL

**Minutes of the Annual Council Meeting held on Wednesday 14 June 2017
at 7.00 pm at the Newbiggin Sports and Community Centre.**

PRESENT:

Councillors: M Peden (Chairman)
M Boon A Bromwich-Alexandra L Burns
M Cholerton S Harrison E Hartley A Thompson
Officer: D Earl – Town Clerk

IN ATTENDANCE: 21 members of the public

OPEN SESSION

The Chairman invited questions from the members of the public and a town centre trader referred to the three disabled parking bays on Front Street in front of Barbers2 which were very little used for disabled vehicle parking but used for general parking for customers of businesses opposite. It was requested that in view of delivery problems resulting in abuse towards the cafe proprietor's one of the bays should be changed to a delivery bay.

It was explained that this was not a Town Council matter and would need to be referred to Northumberland County Council Highways for consideration either direct or through the local County Councillor and a Ward Councillor offered to assist.

C015/17 MINUTES OF THE LAST MEETING

The minutes of the meeting held on 17 May 2017 were agreed with the inclusion of reference to the three new Councillors not having voted on items C008/17 and C010/17 as they had not been Councillors during the previous year to which they related and then signed as a correct record.

Members also wished to add their thanks to former Councillor Rogers for his work on the Town Council over the previous eight years.

C016/17 MINUTES OF THE GRANT COMMITTEE

The minutes of the meeting of the Grant Committee held on 24 May 2017 were received. The recommendation to consider other approaches to funding for local events had arisen from consideration of the applications from the Traders Association and it was noted that they had made an approach and a meeting would be held before reporting back.

C017/17 MINUTES OF THE ENVIRONMENTAL WORKING GROUP

The minutes of the meeting of the Environmental Working Group held on 24 May 2017 were received. Regarding the next phase of litter bin replacement there was reference to the Neighbourhood Services audit and further locations where damaged bins had been removed resulting in over 30 locations on the list which may not be affordable from the Repair and Renewal budget. The Town Clerk would investigate cost options and report back.

C018/17 DECLARATION OF MEMBERS INTERESTS

There were no new declarations of interests from Members.

C019/17 NEWBIGGIN BY-THE-SEA PARKRUN

This matter had been deferred at the previous meeting and Jacqueline Prouse attended to give a presentation to the meeting. The Parkrun concept was rapidly expanding with over 500 events in the UK and many more around the world and had funding from the government to boost welfare and excluded groups and was covered by public liability insurance. Participation in the 5k timed runs was always free and regularly attracted 50-70 local people and visitors boosting cafes and local business.

Grant assistance of £2,000 was requested towards initial set up costs for bar code timers and lap-top computer. Volunteers from local running clubs were already enlisted to marshall the regular Saturday morning runs along a promenade course in the bay.

The Town Clerk advised of the budgets available and it was generally felt that this was a good idea but several Members had reservations about the financial contribution. It was proposed and seconded that a grant of £2,000 be approved.

RESOLVED that: the grant be refused.

C020/17 FINANCIAL REPORTING

Councillor Harrison moved and it was duly seconded:

That Newbiggin by the Sea Town Council:

- a. Schedule a Finance Committee meeting the month following the end of each financial quarter, April, July, October and January, to receive, scrutinise, agree Cash Book/bank reconciliation and compare actual spend against each budget head.
- b. The papers and reports are published on the website to ensure adherence to **Newbiggin by the Sea Town Council Financial Regulations 2016, Local Transparency Code 2015** and the **Governance and Accountability for Smaller Authorities in England Guide 2017**.
- c. A Finance Committee meeting is convened at the end of the financial year to consider the submission to the internal auditor.

As the subject matter came within the province of a committee the motion was referred to the Finance Committee for consideration and report in accordance with Standing Order 21.

C021/17 WEBSITE PROVISION

Councillor Bromwich-Alexandra moved and it was duly seconded:

That Newbiggin-by-the-Sea Town Council: -

- a. appoint a working group of three councillors with relevant experience / knowledge to review the provision and explore the NALC option, reporting back to the July meeting of the Council; and

- b. request Stephen Rickitt of NALC to attend the July meeting to demonstrate the NALC website provision and be on hand to provide factual information in support of the Council's debate and decision on website provision.

An outline of the background arising from some Members attending a NALC training session and some delays in updating information on the website was given and it was felt that the new option from NALC should be investigated. A range of issues would need to be investigated covering ease of use; display of information; support; costs; protocol and training.

Some Members felt that there had been no problems from the public and that the greatest time requirement was in the preparation of the documents and in order for all Members to hear an explanation first an amendment was moved and seconded to proceed only with part b.

RESOLVED that: Newbiggin-by-the-Sea Town Council request Stephen Rickitt of NALC to attend the July meeting to demonstrate the NALC website provision and be on hand to provide factual information in support of the Council's debate and decision on website provision.

C022/17

NEWBIGGIN JAYESS BRASS BAND

Councillor Thompson moved and it was duly seconded:

That Newbiggin by-the-Sea Town Council contributes no less than £2,500 to ensure that Newbiggin Jayess Brass Band is on a sound financial footing to attend regional and national competitions to represent the town and help develop our continuing support towards the cultural base of Newbiggin by-the-Sea.

In support of the motion reference was made to the incredible progress of the local band over the past few years and its success in regional competitions now proceeding to the national championships in Cheltenham. Much had been done to introduce children to music and the opportunity for cultural development locally.

Some Members queried the scale of the grant budget provision and the balance of requests between physical activities and the arts. It was confirmed that there were a number of budgets available and no precedent would be set with all grant applications considered on their individual merits.

RESOLVED that: Newbiggin by-the-Sea Town Council contributes no less than £2,500 to ensure that Newbiggin Jayess Brass Band is on a sound financial footing to attend regional and national competitions to represent the town and help develop our continuing support towards the cultural base of Newbiggin by-the-Sea.

C023/17

NEWBIGGIN DEVELOPMENT TRUST

Councillor Hartley moved and it was duly seconded:

That Newbiggin-by-the-Sea Town Council:-

Request Newbiggin Development Trust Ltd. to provide a written report in advance of the July Town Council meeting and attend to give a presentation on the work of the company to date along with details of how the £15,000 grant from the Town Council will be spent.

In moving the motion a named vote was requested. References were made to the Newbiggin by-the-Sea Town Council

Annual Council Minutes 14 June 2017

incorporation of the company its articles of governance and requirements for declaration of Members interests.

The motion was put to the meeting:

For
A Bromwich-Alexandra
M Boon
L Burns
M Cholerton
S Harrison
E Hartley
M Peden
A Thompson

RESOLVED that: Newbiggin-by-the-Sea Town Council request Newbiggin Development Trust Ltd. to provide a written report in advance of the July Town Council meeting and attend to give a presentation on the work of the company to date along with details of how the £15,000 grant from the Town Council will be spent.

C024/17 USE OF COUNCIL PREMISES

Councillor Hartley moved and it was duly seconded:

That Newbiggin by the Sea Town Council:

Appoint a small group of councillors to consider the issues involved in providing a registered business address for local companies and/or a meeting place for local organisations.

The working group will be independent of any group, company or organisation currently seeking to use the premises for either purpose and will draft a report and recommendation for presentation to the Council at the July 2016 meeting.

Reference was made to some of the requirements in relation to registered offices for companies and the decision of the council to defer consideration of the use of its premises.

The Town Clerk reported receipt of a letter from a Director and the Acting Company Secretary of the Trust advising that the Trustees had determined to change the registered office and had advised Companies House. There were no current requests to use the Councils' premises but any subsequent requests would be reported for consideration.

In view of the information Councillor Hartley withdrew the motion.

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