



Woodhorn Villa
Woodhorn Lane
Newbiggin by-the-sea
Northumberland NE64 6PYU
Tel: 01670 851833
08 May 2013

To: All Members of Newbiggin by-the-Sea Town Council

Dear Councillor

You are requested to attend the **ANNUAL MEETING** of the **Newbiggin by-the-Sea Town Council** to be held at 7.00 pm in the St. Bartholomew's Church Centre Front Street Newbiggin on **Wednesday 15 May 2013**.

AGENDA

1. **Election of Mayor and Chairman of the Council**
2. **Mayor's Declaration of Acceptance of Office**
3. **Election of Deputy Mayor and Vice-Chairman of the Council**
4. **Apologies for absence**
5. **Minutes** of the previous meeting held on 10 April 2013 (attached)
6. **Minutes** of the Grant Committee held on 10 April 2013
7. **DECLARATION OF MEMBERS INTERESTS**
Members are invited to disclose any Disclosable Pecuniary Interests or other personal interests they may have in any of the items of business on the agenda in accordance with the Code of Conduct.
8. **Appointments to Town Council**
9. **Appointment of Committees**
10. **Internal Audit Annual Report**
11. **Annual Accounts and Accounting Statement for 2012/2013**
12. **Annual Governance Statement**
13. **Diary of Meetings 2013-14**
14. **Urgent Business (if any)** To consider such other business as, in the opinion of the Chairperson, should, by reason of special circumstances, be considered as a matter of urgency.

Yours faithfully

A handwritten signature in black ink, appearing to read 'Dennis Earl', is written over a horizontal line.

Dennis Earl Town Clerk