

## NEWBIGGIN-BY-THE-SEA TOWN COUNCIL

**Minutes of the Annual Council Meeting held on Wednesday 17 May 2017 at 7.00 pm at the Grace Darling Campus, Newbiggin by-the-Sea.**

### PRESENT:

Councillors: S Todd (Mayor and Chairman) - part  
M Peden (Mayor and Chairman) - part

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

Officer: D Earl – Town Clerk

**IN ATTENDANCE:** 15 members of the public

### C001/17 ELECTION OF MAYOR AND CHAIRMAN OF THE COUNCIL

It was proposed and seconded that Councillor Peden be elected Mayor and Chairman for the next municipal year. An amendment was moved to propose Councillor Hartley be elected which was duly seconded. As provided in Standing Orders a named vote was requested.

The amendment was put for Councillor Hartley:

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

The votes being equal the Chairman exercised a casting vote against the amendment.

The original motion was put for Councillor Peden:

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

The votes being equal the Chairman exercised a casting vote in favour of the motion.

**RESOLVED that: Councillor Peden be elected Mayor and Chairman of the Town Council for the municipal year 2017/2018.**

### C002/17 MAYOR'S DECLARATION OF ACCEPTANCE OF OFFICE

The Declaration of Acceptance of Office was signed by Councillor Peden who then took the Chair for the remainder of the meeting. He welcomed everyone to the meeting and was looking forward to everyone working together for the benefit of the town.

## **C003/17 ELECTION OF DEPUTY MAYOR AND VICE-CHAIRMAN OF THE COUNCIL**

It was proposed and seconded that Councillor Thompson be elected Deputy Mayor and Vice-Chairman for the next municipal year. An amendment was moved to propose Councillor Burns be elected which was duly seconded. As provided in Standing Orders a named vote was requested.

The amendment was put for Councillor Burns:

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

The votes being equal the Chairman exercised a casting vote against the amendment.

The original motion was put for Councillor Thompson:

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

The votes being equal the Chairman exercised a casting vote in favour of the motion.

**RESOLVED that: Councillor Thompson be elected Deputy Mayor and Vice-Chairman of the Town Council for the municipal year 2017/2018.**

Thanks and appreciation was expressed for the hard work undertaken by Councillor Todd and the benefit of his experience during his term of office.

## **C004/17 MINUTES OF THE LAST MEETING**

The minutes of the meeting held on 22 March 2017 were agreed and signed as a correct record.

## **C005/17 DECLARATION OF MEMBERS INTERESTS**

The Town Clerk confirmed that all Members had completed their respective declarations which would be submitted to the County Monitoring Officer for publication on the County web site. There were no new declarations of interests from Members at this stage.

## **C006/17 ELECTION TO TOWN COUNCIL**

The report on the outcome of the election as set out in Appendix 1 was received.

## **C007/17 APPOINTMENT TO COMMITTEES**

The Town Council was invited to consider the appointment of Committees; Working Groups; and Members to Outside Bodies. There was a suggestion to appoint all Members to the Finance Committee but the Town Clerk advised against that in view of national advice. He outlined how the previous arrangements had worked with all Members invited to attend and

the flexibility of the Environmental Working Group which was not a committee and could meet informally on site on occasion. The question of public attendance and increased terms of reference could be considered later in the year.

It was proposed and seconded that the Council adopt the system that was well tried over the past eight years as set out in the report. A named vote was requested.

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

The votes being equal the Chairman exercised a casting vote in favour of the motion.

**RESOLVED that a Finance Committee (5); Grant Committee (3); Environmental Working Group (3) be appointed.**

The meeting then proceeded to appoint individual Councillors to the Committees and Working Group to facilitate Council business. There was some discussion and uncertainty over the legal position regarding the four freehold stints transferred from the County Council and the former Wansbeck District Council but appointments were made and further clarification would be sought.

**RESOLVED that:**

- (i) Councillors M Boon; A Bromwich-Alexandra; S Harrison; E Hartley; A Thompson be appointed to the Finance Committee;**
- (ii) Councillors M Boon; L Burns; M Cholerton be appointed to the Grant Committee;**
- (iii) Councillors M Cholerton; L Burns; E Hartley be appointed to the Environment Working Group;**
- (iv) The Chairman be appointed to the Northumberland Association of Local Councils;**
- (v) Councillors A Bromwich-Alexandra; L Burns; M Cholerton; A Thompson be appointed to hold Stints on behalf of the Town Council and the Town Clerk seek to clarify the legal arrangements with the Freeholders Secretary;**
- (vi) The Chairman be appointed to the Woodhorn Church Working Group.**

C008/17

## **ANNUAL GOVERNANCE STATEMENT**

The Annual Governance Statement was a requirement of the audit process to be incorporated in the Annual Return having been considered and approved by the Council and signed by the Chairman and the Town Clerk. Again the governance issues had to be considered by the Town Council ahead of accepting the internal audit and accounting statements for submission to the External Auditors.

The draft statement attached at Appendix 1 to the report was considered and agreed by meeting including the accounting control and audit processes.

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

**C009/17 ANNUAL INTERNAL AUDIT REPORT FOR 2016/2017**

The audit of the Council's accounts and accounting processes had been completed by the Internal Auditor 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.**

**C010/17 ANNUAL ACCOUNTS ACCOUNTING STATEMENT ANNUAL REPORT FOR 2016/2017**

The Final Accounts for the financial year 2016/2017 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 2016/2017 are agreed by the Town Council.**

**C011/17 BANK SIGNATORIES**

In view of the changes in elected councillors it was now necessary to authorize and appoint new signatories to sign cheques and give authorization to the Councils bankers to conduct financial business. The existing separation would be maintained and the Town Clerk would not be a cheque signatory and four Councillors were suggested any two being able to sign on behalf of the Town Council in line with the banks requirements.

**RESOLVED that Newbiggin by-the-Sea Town Council:**

- I. Cancels any existing mandates given to Barclays Bank PLC (Barclays);**
- II. Appoints Barclays as its bankers and accepts the terms of the Business Customer Agreement or the Corporate Customer Agreement for Small Businesses, Small Charities and Trusts as applicable (depending on the agreement provided on the opening of your account with Barclays);**
- III. Authorises any person named in 'Appoint authorised person(s)' either individually or, where relevant, with other authorised person(s) as set out in 'Create the signing rules' to:**
  - a. Open accounts, register and apply for products and services (including debit cards, telephone, electronic and online banking).**
  - b. Enter into any transactions or agreements whatsoever with Barclays, subject to Barclays' right, at its discretion, to request further evidence of due authorisation.**
  - c. Give instructions to Barclays verbally or in writing for the operation of the Business accounts and services.**
  - d. Register the Business for access to all of its account(s) (including any new accounts) and services through any channel provided by Barclays.**

- e. **Delegated to any other person the power to operate the Business accounts / services (through any channel provided by Barclays) and may make decisions on matters contained in application forms, customer set-up profiles, mandate changes, guidance notes and any other documentation Barclays considers relevant subject to any applicable security procedures.**
- IV. Confirms that it has authority and full capacity to give this mandate upon which Barclays has agreed to act.**

**C0012/17 DEED SIGNATORIES**

**RESOLVED that: any deeds that needed to be executed in the name of the Town Council shall be duly signed by the Chairman and Deputy-Chairman.**

**C0013/17 ANNUAL TOWN MEETING**

Arrangements had to be put in place for the Annual Town Meeting the statutory Parish Meeting prior to 1<sup>st</sup> June and it was suggested that refreshments be provided and the theme of events could be considered informally.

**RESOLVED that: the Annual town meeting be held on Wednesday 31 May 2017 at the Sports and Community Centre commencing at 7:00 pm.**

**C0014/17 NEWBIGGIN BY-THE-SEA PARKRUN**

The Town Clerk briefly outlined the national scheme for Parkrun looking to provide free Participation to promote fitness with the variation for Newbiggin by-the-Sea being a route along the bay/promenade rather than a local park. Neighbourhood Services had been consulted and were in agreement with the early Saturday morning use of the route and would make arrangements to ensure no conflict with their maintenance vehicles.

A request for financial assistance towards the establishment of a Newbiggin by-the-Sea Parkrun to provide the necessary monitoring equipment had been received and while happy with the principle Members requested further detailed information.

**RESOLVED that: the matter be deferred and further information be requested.**

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