

NEWBIGGIN-BY-THE-SEA TOWN COUNCIL

Minutes of the Annual Meeting of the Town Council held on Thursday 17 May 2018 at 7.00pm at the Grace Darling Campus Newbiggin by-the-Sea

PRESENT: Councillors: M Peden (Chairman)

M Boon L Burns

M Cholerton S Harrison E Hartley A Thompson

Officers: D Earl – Town Clerk

E Brown – Deputy Town Clerk

IN ATTENDANCE: 10 members of the public

C001/18 ELECTION OF MAYOR AND CHAIRMAN OF THE COUNCIL

It was proposed and seconded that Councillor Malcolm Peden be elected Mayor and Chairman for the next municipal year.

It was also proposed and seconded that Councillor Annie Bromwich-Alexandra be elected as Mayor and Chairman for the next municipal year.

As per standing orders, a named vote was requested in considering the election of Councillor Annie Bromwich-Alexandra as Chair.

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

The proposal was defeated with a vote of 3 in favour, 4 against.

As per standing orders, a named vote was requested in considering the election of Councillor Malcolm Peden as Chair.

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

The proposal was accepted with a vote of 4 in favour and 3 against. Councillor Malcolm Peden was elected as Mayor and Chairman for the municipal year.

C002/18 MAYOR'S DECLARATION OF ACCEPTANCE OF OFFICE

The Chairman signed the declaration of acceptance of office which was witnessed by the Proper Officer of the Council.

C003/18 ELECTION OF DEPUTY MAYOR AND VICE CHAIRMAN

It was proposed and seconded that Councillor Alan Thompson be elected Deputy Mayor and Vice-Chairman for the next municipal year.

It was also proposed and seconded that Councillor Annie Bromwich-Alexandra be elected as Deputy Mayor and Vice -Chairman for the next municipal year.

As per standing orders, a named vote was requested in considering the election of Councillor Annie Bromwich-Alexandra as Vice Chair.

For	Against
L Burn	M Boon
S Harrison	M Cholerton
E Hartley	M Peden
	A Thompson

The proposal was defeated with a vote of 3 in favour, 4 against.

As per standing orders, a named vote was requested in considering the election of Councillor Alan Thompson as Vice Chair.

For	Against
M Boon	L Burn
M Cholerton	S Harrison
M Peden	E Hartley
A Thompson	

The proposal was accepted with a vote of 4 in favour and 3 against. Councillor Alan Thompson was elected as Deputy Mayor and Vice Chairman for the municipal year.

C004/18 APOLOGIES FOR ABSENCE

Apologies had been received from Councillor Bromwich-Alexandra. These were accepted.

C005/18 MINUTES of the previous meeting held on 21 March 2018

RESOLVED that: the minutes of the meeting held on 21 March 2018 were agreed as a correct record and signed by the Chairman.

C006/18 MINUTES of the Finance Committee held on 25 April 2018

RESOLVED that: the minutes of the meeting held on 25 April 2018 were received.

C007/18 DECLARATION OF MEMBERS INTERESTS

No interests were declared at this stage.

C008/18 APPOINTMENT OF COMMITTEES

The Town Council was invited to consider the appointment of Committees; Working Groups; and Members to Outside Bodies.

Councillor Hartley proposed that the Environmental Working Group become a Committee, this was seconded by Councillor Harrison.

As provided in Standing Orders, a named vote was requested in considering the creation of an Environmental Committee.

For	Against
L Burn	M Boon
S Harrison	M Cholerton
E Hartley	M Peden
	A Thompson

The proposal was defeated with a vote of 3 in favour and 4 against.

The meeting then proceeded to appoint individual Councillors to the Committees and Working Group to facilitate Council business.

RESOLVED that:

- (i) Councillors Bromwich-Alexandra; Harrison; Hartley; Peden, Thompson be appointed to the Finance Committee.
- (ii) Councillors Boon; Burns; Cholerton be appointed to the Grants Committee
- (iii) Councillors Boon; Burns; Cholerton; Harrison; Hartley be appointed to the Environmental Working Group
- (iv) Councillors Burns; Peden; Thompson be appointed to the Personnel Committee
- (v) The Chairman be appointed to The Northumberland Association of Local Councils
Councillors Bromwich-Alexandra; Burns; Cholerton; Thompson be confirmed to hold Stints on behalf of the Town Council
- (vi) The Chairman be appointed to the Friends of Woodhorn Church Working Group

C009/18 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

Councillor Hartley requested a named vote stating she could not accept the Annual Governance Statement due to the period since the standing orders were last reviewed. As provided in standing orders, a named vote took place to consider approving the Annual Governance Statement

For	Against	Abstain
M Boon		L Burns
M Cholerton	S Harrison	
M Peden	E Hartley	
A Thompson		

With a vote of 4 in favour, 2 against and 1 abstention the Annual Governance Statement was agreed.

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

C010/18 INTERNAL AUDIT ANNUAL REPORT

The audit of the Council's accounts and accounting processes had been completed by the Internal Auditor and Members considered his report 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.

C011/18 ANNUAL ACCOUNTS ACCOUNTING STATEMENTS ANNUAL REPORT FOR 2017/18

The Final Accounts for the financial year 2017/2018 which had been completed and audited as noted above had been circulated with the report from the Town Clerk together with the Accounting Statements and Balances. 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 4th June to 13th July as required by the legislation.

RESOLVED that: the Final Accounts Accounting Statements and Contingencies and Balances for 2017/2018 are agreed by the Town Council.

C012/18 IT AND WEBSITE DEVELOPMENT

The Deputy Town Clerk provided a cross analysis of the pros and cons of HTML, WordPress and the Northumberland Parishes section of the Northumberland Association of Local Council website along with detailed information on the need to move to a responsive site that with improved layout and ease of use.

Several quotations had been received for the specification as detailed and a decision would be reached in a closed session. Quotations had also been received for a replacement lap top.

RESOLVED that: the report be received and quotations considered in the closed session.

C013/18 PLANTING SCHEME – COLLINGWOOD ROAD

The Deputy Town Clerk had progressed this scheme and met with the Probation Service who are happy to undertake the following works at Collingwood Road:

Litter pick – Town Council would need to arrange collection

Edging and cutting/trim of grass behind garage

Weeding and clearing of the brick circle planter

Repairs to the planter - replacing missing bricks

Planting of planter

NCC have agreed to provide bricks, sand and top soil. They will also remove any litter collected.

It is proposed that Town Council contribute up to £200 for purchase of planting, annual or shrubs which NCC will then provide along with a planting plan that the Probation Service can follow.

If this project is successful it may be possible to consider other areas for the probation service to work on too.

RESOLVED that: the joint project be approved, and the costs met from the Environmental Projects budget.

C014/18 PROMENADE BINS

Over the past four years the Town Council had undertaken a programme of litter bin replacement around the bay and throughout the town in consultation with Northumberland County Council Neighbourhood Services the statutory authority for litter collection and cleansing.

At the previous meeting a motion was considered to 'Set in place a bin replacement programme on the Promenade to be completed from the Town Improvement budget in the financial year 2018/19'. This part was deferred for consideration at a future meeting pending more information on cost implications and discussions with Neighbourhood Services.

As the department responsible for litter collection and bin emptying, on behalf of the

statutory authority Northumberland County Council, Neighbourhood Services had expressed concerns over two issues if the blue wheelie bins are replaced along the promenade as set out in the report.

On the question of cost that would be dependent on the type and number of new bins required around the bay to achieve the same capacity and the relative removal and installation costs at each location.

Councillor Harrison had circulated her report prior to the meeting detailing issues of odour and hygiene and accessibility to young or disabled users.

It was proposed that the bins on the promenade be replaced considering demand e.g. low density with smaller capacity bins and high density with casing and a small bin positioned nearby also.

RESOLVED that: a meeting be arranged between the Members of the Environmental Working Group and Officers of Neighbourhood Services to take the feasibility of the project forward.

C015/18 NATIONAL PAY AWARD

Notification has been received that the National Joint Council for Local Government Services (NJC) has reached agreement on the new pay scales for 2018-19 and approved by NALC, ALCC and SLCC to be applied with effect from 01 April 2018. This amounts to an increase of 1% and the same is anticipated for April 2019.

RESOLVED that: the National Pay Award is accepted and applied

C016/18 TERMS OF REFERENCE

Councillor Hartley proposed that:

The Council resolves that Terms of Reference for all Town Council Committees and Working Groups be drafted, circulated to all members and put to a full Town Council meeting for approval before the end of July 2018.

This was seconded and discussed. The Town Clerk noted that Terms of Reference do exist within the minutes of meetings where the Committees were set up.

As provided in Standing Orders, a named vote was requested to consider this proposal:

For	Against
L Burn	M Boon
S Harrison	M Cholerton
E Hartley	M Peden
	A Thompson

The proposal was defeated with a vote of 3 in favour and 4 against.

C017/18 ENVIRONMENTAL PROJECT – DEEP CLEAN

Councillor Burns proposed that:

That Front Street, from the White House Corner to the Central on both sides has a deep clean, with the black and gold bollards to be repainted and any that have been knocked over or paving around to be mended also the bandstand to be repainted and cleaned up. This costing could be budgeted from the Town Centre budget with this work being carried out by our enhanced service workers and any paving done in partnership with Neighbourhood services team. Scope of work to be finished before the summer holiday period.

It was noted that all of the works would require the consent of the County Council.

RESOLVED that: the motion be accepted with the scale of works to be discussed with Northumberland County Council.

C018/18 GENERAL DATA PROTECTION REGULATIONS (GDPR)

The Town Clerk informed that whilst the legislation was not yet complete within Parliament the Town Council is compliant with requirements with the necessary privacy notices published on the Council website.

C019/18 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 paragraph 3 of Part I of Schedule 12A of the 1972 Act relating to financial and business affairs.

C019/18 IT AND WEBSITE DEVELOPMENT

Quotations were considered for the development of a new website with Content Management System as per the circulated specification.
Quotations were also considered for a replacement laptop.

RESOLVED that:

- (i) a sum of £2636 be made available for a new website to be built with ICT Digital to include web design and development, content management system, hosting, email hosting for 11 mailboxes. Training and support would be free of charge.
- (ii) a sum of up to £600 be made available for the procurement of a replacement Laptop through Widescope.

Signed by Chairman.....Date.....