



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

76 Front Street
Newbiggin by-the-Sea
Northumberland NE64 6QD
Tel: 01670 851833

Dear Councillor

02 May 2018

You are requested to attend the **ANNUAL MEETING** of the **Newbiggin by-the-Sea Town Council** to be held at **7.00 pm** at the Newbiggin Sports and Community Centre on **Wednesday 09 May 2018**.

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 21 March 2018
6. **Minutes** of the Finance Committee held on 25 April 2018
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. **Appointment of Committees**
9. **Annual Governance Statement**
10. **Internal Audit Annual Report**
11. **Annual Accounts Accounting Statements Annual Report for 2017/2018**
12. **IT and Website Development**
13. **Planting Scheme – Collingwood Road**
14. **Promenade Bins**
15. **National Pay Award**

16. **Notice of Motions**

Councillor Hartley to move:

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.

Councillor Burns to move:

That the High Street 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.

16. **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



Town Clerk