

NEWBIGGIN-BY-THE-SEA TOWN COUNCIL
Minutes of the Meeting of the Town Council held on Wednesday 21st November 2018
at 7.00pm at Grace Darling Campus, Newbiggin by-the-Sea

PRESENT: Councillors: M Peden (Chairman)
M Boon L Burns
S Harrison E Hartley A Thompson
Officers: D Earl – Town Clerk
E Brown – Deputy Town Clerk

IN ATTENDANCE: 6 members of the public

C057/18 APOLOGIES FOR ABSENCE: Councillors: A Bromwich-Alexandra, M Cholerton

OPEN SESSION: No matters were raised.

C058/18 MINUTES of the previous meeting held 19 September 2018

A member queried whether the written report from the Development Trust has yet been received. Councillor Peden confirmed this would be requested again.

A member requested an update on Neighbourhood Planning Public Consultation. The Clerk informed that this was being progressed over the winter.

A member queried whether any feedback had been received of the agreed LTP Priorities. The Clerk informed that feedback may not be received until March/April.

A member queried whether the column switches for the Christmas Lights had been replaced, the Clerk confirmed the replacements were complete.

RESOLVED that: the minutes of the meeting held on 19 September 2018 were agreed as a correct record and signed by the Chairman.

C059/18 MINUTES of the meetings of the Finance Committee held on 18 October 2018.

RESOLVED that: the minutes of the meeting held on 25th July be received and the recommendation to switch to fibre broadband with a VoIP telephony system was accepted.

C060/18 MINUTES of the meeting of the Environmental Working Group held on 29 October 2018.

A member requested an update on the planting of the Collingwood Road planter. This would be chased up.

RESOLVED that: the minutes of the meeting held on 16th August be received and the recommendation of installing a rockery for the amount of £350 on Vernon Place agreed.

C061/18 DECLARATION OF MEMBERS INTERESTS

Cllr Burns declared personal interests in AFC Newbiggin and also regarding the notice of motion to ring fence grant funds as it was not clear at this stage whether Wansbeck Foodbank, for which she was a volunteer, would be included in the 'local organisations.

C062/18. REVIEW OF STANDING ORDERS

This item had previously been deferred for detailed informal consideration and members had talked through all of the discretionary issues.
A revised draft was circulated as Appendix 1.

A member proposed 3e be amended to allow for all meetings of the Council and Committees to include a public questions time. This was seconded.

As per Standing Orders a named vote was requested:

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

The Chair exercised his casting vote and this motion was defeated.

A member queried whether 3b should be in bold. It was confirmed that this should not be in bold.

A member proposed 4c (ii, v, vii and viii) be amended to read 'shall' instead of 'may'. This was seconded.

As per Standing Orders a named vote was requested:

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

A member proposed the addition of the wording 'in accordance with a defined and agreed schedule' to the end of 5.j xii.

This was agreed.

A member proposed the addition of the words 'by councillors and local electors' at the end of 18 a iv. This was seconded.

The Clerk explained that this detail was not required as it was defined within the Financial Regulations.

As per Standing Orders a named vote was requested:

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

With a vote of 2 in favour and 4 against, the motion was defeated.

A member proposed that 19c include 'written reports be brought to the personnel committee for approval'. This was seconded.

As per Standing Orders a named vote was requested:

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

With a vote of 2 in favour and 3 against the motion was defeated.

A member queried whether the Town Council had a media policy as stated in 22a. The Clerk explained that the Council did not, but this was something that would be looked into in the future.

A member proposed the addition of the wording 'subject to standing order 23a' prior to the wording of 23b.

This was agreed.

RESOLVED THAT the Standing orders be adopted with all agreed amendments.

C063/18. AFC NEWBIGGIN PROJECT

As the Town Council had previously endorsed the project in principle details of amendments to the plans in relation to the pavilion area were brought to the Council for information.

RESOLVED that the Town Council continue to endorse the overall project in principle.

C064/18 ACCOUNTING SOFTWARE

While the Town Council had in place good governance, accountability and transparency regarding its financial arrangements which were audited internally and externally each year and reported regularly to the Finance Committee the use of accounting software had been investigated.

The report outlined the requirements currently met through the use of books of account and Excel spreadsheets as well as options to improve the presentation of financial information and reduce duplication.

Specialist accounting packages had been evaluated and the comparative costs were outlined in the exempt report. Implementation of a new system would be aligned to the financial year and require some overlap initially.

RESOLVED that the Town Council agree the acquisition of accounting software.

C065/18. NOTICES OF MOTION

Councillor Hartley moved the motion as set out in the agenda:

RESOLVED unanimously that the Council:

- (i) ring fence £2,000 of the remaining grant budget for use either local organisations for schemes to assist Newbiggin residents suffering hardship as a consequence of the current rollout of Universal Credit in our area.
- (ii) Funding requests from organisations be received via the existing grant application forms which would be considered by the Grants Committee
- (iii) Delegated power be given to the Grant Committee to consider any applications exceeding £300 from this ring-fenced sum.

Councillor Harrison moved the motion as set out in the agenda.

The Clerk informed that information had been received that NCC has arranged with a local contractor to begin the removal of sand near the Maritime Centre. The work was scheduled to start week commencing the 26th of November.

The motion was therefore withdrawn.

C066/18. Urgent Business (if any) A member praised the hard work on Northumberland County Council in attending to the mess left at the Spital Estate bonfire site both pre and post bonfire.

C067/18 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.

C068/18 ACCOUNTING SOFTWARE QUOTATIONS

Quotations had been received from specialist accounting software suppliers for supply installation and maintenance of accounting software as set out in the report.

RESOLVED that the Town Council acquire Rialtas accounting software with the initial cost being funded from balances and provision made in the budget for the future annual licence fee.

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