



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

01 May 2019

You are requested to attend the **ANNUAL MEETING** of the **Newbiggin by-the-Sea Town Council** to be held at **7.00 pm** at St Bartholomew's Church Centre Newbiggin on **Wednesday 08 May 2019**.

#### 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 17 April 2019
6. **Minutes** of the Finance Committee held on 24 April 2019
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 2018/2019**
12. **Neighbourhood Plan**

#### PART II

It is expected that matters included in this part of the Agenda will be dealt with in private. Any Reports referred to are enclosed for members and officers only and marked "Not for Publication". **EXCLUSION OF PRESS AND PUBLIC** recommended to consider passing the following resolution:

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 contractual financial information.

13. **CCTV Project consideration and costing**
14. **Tenders – Atlee Play Park Refurbishment**

Yours faithfully



Town Clerk

**NEWBIGGIN-BY-THE-SEA TOWN COUNCIL**  
**Minutes of the Meeting of the Town Council held on Thursday 17<sup>th</sup> April 2019 at**  
**7.00pm at Grace Darling Campus**

**PRESENT:** Councillors: M Peden (Chairman)

M Boon            L Burns            M Cholerton

S Harrison    E Hartley        A Thompson

Officers:            E Brown – Deputy Town Clerk

**IN ATTENDANCE:** 18 members of the public

**OPEN SESSION:**

A member of the public held up a copy of the beach management plan and queried why Members who previously sat as elected members of Wansbeck District Council did not appear to be aware of it. The Chair noted this.

A member of the public praised the two operatives who had been carrying our work clearing sand from the promenade.

A member of the public queried the allotment rent increase referring to a historic agreement to 'gift the land in trust' to the Allotment Association, sight of the lease document was also requested - a request had already been made to the Allotment Association but the information had not been forthcoming. The Deputy Clerk, noting she did not have the background information of the sites suggested an appointment be made to discuss further with the Town Clerk who would be able to clarify the matter.

A member of the public noting that the feedback of the recent Neighbourhood Plan consultation would be analysed, and feedback provided to the community, asked whether any further community consultation would be carried out on the subject. The Deputy Clerk commented that as a Neighbourhood Plan is community-led and ultimately ends up with a referendum, the community will be consulted at many stages during the process.

A member of the public queried whether improvements could be made to the access to the beach known as East Sea Sands. The Chair informed that the land around this area belongs to the Freeholders, noting it had been raised in the previous Town Plan and could be a nice project for the Council to pursue.

A member of the public noted issues with the paving stones on Seaton Road, as this was a Highways matter the Chair suggested the question be referred to the County Councillor.

A Member of the public reiterated the earlier praise for the Operatives who cleared the promenade.

**C112/18: APOLOGIES OFR ABSENCE - Councillor A Bromwich-Alexandra**

**C113/18. MINUTES OF THE PREVIOUS MEETING held on 20 March 2019.**

A Member queried progress on receiving Play area quotations, the Deputy Clerk informed that site visits had been held with two contractors and a third site visit was planned. It was anticipated the quotations would be received for consideration at the May meeting.

A Member queried progress on the bus shelter consultation; the Deputy Clerk informed that this was planned to be included in the next issue of the Council Courier.

A member queried progress on the dog warden proposal, the Deputy Clerk informed that this was being investigated.

**RESOLVED that:** the minutes of the meeting held on 20 March 2019 were agreed as a correct record and signed by the Chairman.

**C114/18. DECLARATION OF MEMBERS INTERESTS**

No interest were declared.

**C115/18. NEIGHBOURHOOD DEVELOPMENT PLAN**

A member raised concerns that the Council had no sight of the consultation document before it was distributed publicly, referring to the delegated authority given at the September meeting of the Council which gave the Officers power to progress the initial consultation – not powers to execute the consultation. A request was made that all further consultations come back to the Council for ratification. The Chair noted this and agreed it would be investigated.

**C116/18. NOTICE OF MOTION**

Councillor Harrison moved the motion as set out on the agenda also providing some background information on funding opportunities that had bi-passed Newbiggin as a result of its status. This was seconded.

The Chair noted that he had requested a meeting with the Leader of Northumberland County Council to discuss this matter, which the Leader had agreed to attend.

A member circulated a letter and proposed an amendment that the text as read be sent to the County Council, this was seconded.

Discussion took place on whether representations should be left until after the meeting with the Leader.

The amendment was put to the vote with 3 in favour and 4 against. The amendment was defeated.

The original motion was put to the vote and agreed unanimously.

**RESOLVED THAT:** the Town Council make representation to Northumberland County Council for a bench marking survey be carried out on Newbiggin by the Sea to consider it to be classified as a Main Town-smaller Centre in Northumberland.

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

## NEWBIGGIN-BY-THE-SEA TOWN COUNCIL

Minutes of a Meeting of the Finance Committee held on Wednesday 24 April 2019 at 7.00 pm at Newbiggin Sports and Community Centre.

### PRESENT:

Councillors: A Thompson (Chairperson)  
M Boon, M Peden

Officer: D Earl – Town Clerk

Also present: Councillors S Harrison, E Hartley

Public: 3

### FC17/18 APPOINTMENT OF CHAIRPERSON

**RESOLVED** that Councillor A Thompson be appointed Chairperson of the Committee.

### FC18/18 APPOINTMENT OF VICE-CHAIRPERSON

**RESOLVED** that Councillor M Boon be appointed Vice-Chairperson of the Committee.

### FC19/18 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors A Bromwich-Alexandra, M Cholerton.

### FC20/18 MINUTES

**RESOLVED that:** the minutes of the previous meeting held on 18 December 2018 be approved as a true record and signed by the Chairperson.

### FC21/18 DECLARATIONS OF INTERESTS

No new declarations were made.

### FC22/18 PAYMENTS

Members considered the updated schedule of payments for the fourth quarter which had been circulated and published on the web site.

**RESOLVED that: the report be received.**

### FC23/18 BUDGET RECEIPTS AND PAYMENTS AND BANK RECONCILIATION

The report of income and expenditure in relation to the 2018.19 Budget together with the bank reconciliation to the end March were considered and the Town Clerk responded to Members queries.

**NEWBIGGIN-BY-THE-SEA TOWN COUNCIL**

The Mayor requested that a budget for Town Twinning be established and the Town Clerk advised that this be done at the Budget meeting in December for the following financial year. In the present year there were balances available as well as Civic Expenses from which the cost of hospitality for the visiting Remscheid Youth Orchestra could be met and Members agreed to meet those costs.

**RESOLVED that: the reports be received and approved.**

**FC24/18 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 involved the likely disclosure of exempt information as defined in paragraphs 1 and 3 of Part 1 of Schedule 12A of the 1972 Act relating to personal financial and business affairs.

**FC25/18 SUBMISSIONS TO INTERNAL AUDITOR**

Reference was made to the several visits of the new Internal Auditor appointed by the Town Council who had been given access to all necessary documents, minutes, reports, financial information including employment and insurance arrangements, asset register and risk assessments.

All matters had been discussed with the Clerk and Deputy Clerk and the internal audit satisfactorily concluded with the report to be provided for the annual meeting.

**RESOLVED that: the report be received.**

Signed by the Chairperson: .....Date:.....

**ANNUAL COUNCIL 08 MAY 2019****1. Appointments and Committees**

Members are invited to make the following appointments to outside bodies and committees:

Committee/Group	No.	Present Membership
Finance Committee	(5)	Boon; Bromwich-Alexandra; Cholerton; Peden; Thompson
Grant Committee	(3)	Boon; Burns; Cholerton
Personnel Committee	(3)	Burns; Peden; Thompson
Environmental Working Group	(5)	Boon; Burns; Cholerton; Harrison; Hartley
Northumberland Association of Local Councils	(1)	Chairman
Newbiggin Freehold Stints	(4)	Bromwich-Alexandra; Burns; Cholerton; Thompson
Friends of Woodhorn Church	(1)	Chairman

**2. Annual Governance Statement**

A draft statement is attached at Appendix 1 for members' consideration. The Annual Governance Statement is incorporated into the Annual Return and completed ahead of consideration of the audit and accounting statements. Once considered and approved by the Council it will be signed by the Chairman and the Town Clerk for submission to the external auditors.

RECOMMENDED that members approve the Annual Governance Statement.

**3. Annual Internal Audit Report**

The Annual Internal Audit Report has been received and informs the Town Council that satisfactory financial arrangements are in place. It also supports the Annual Return to the External Auditor to be considered later in the agenda.

The new Internal Auditor has reviewed previous reports and information to familiarise himself with the Newbiggin situation. His report is attached at Appendix 2 for members' information and he made no comments or had any matters which he needed to draw to members' attention.

RECOMMENDED that the Internal Audit report be agreed.

**4. Annual Accounts and Accounting Statement for 2018/2019**

Attached at Appendix 3 for members' consideration are the Final Accounts for the financial year 2018/2019 which include actual expenditure against budget heads.

The Asset Register has been updated and circulated to Members. The Accounting Statements set out in Appendix 4 must be endorsed by the Town Council and signed by the Chairperson and Town Clerk.

RECOMMENDED that members consider the accounts in the light of the Internal Audit Report and confirm the accounting statements.

**ANNUAL GOVERNANCE STATEMENT 2018/19**

We acknowledge as the members of Newbiggin by-the-Sea Town Council our responsibility for ensuring that there is a sound system of internal control, including the preparation of the accounting statements. We confirm, to the best of our knowledge and belief, with respect to the accounting statements for the year ended 31 March 2019, that:

	Agreed – Yes or No	'Yes' means that this smaller authority:
1. We have put in place arrangements for the effective financial management during the year, and for the preparation of the accounting statements.	YES	Prepared its accounting statements in accordance with the Accounts and Audit Regulations.
2 We maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	YES	Made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
3 We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and codes of practice which could have a significant financial effect on the ability of this smaller authority to conduct its business or on its finances.	YES	Has only done what it has the legal power to do and has complied with proper practice in doing so.
4 We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	YES	During the year has given all persons interested the opportunity to inspect and ask questions about the authority's accounts.
5 We carried out an assessment of the risks facing this Smaller authority and taken appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	YES	Considered and documented the financial and other risks it faces and has dealt with them properly.
6 We maintained throughout the year an adequate and effective system of internal audit of the council accounting records and control systems.	YES	Arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.
7 We took appropriate action on all matters raised in reports from internal and external audit.	YES	Responded to matters brought to its attention by internal or external audit.
8 We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on the council, and where appropriate have included them in the accounting statements.	YES	Disclosed everything it should have about its business activity during the year including events taking place after the year-end if relevant.
9 Trust funds including charitable. In our capacity as the sole managing trustee we have discharged our responsibility in relation to the accountability for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	N/A	Has met all of its responsibilities where it is a sole managing trustee of a local trust or trusts.

This annual governance statement is approved by this smaller authority and recorded as minute reference C0 /19/20 dated 08 May 2019.

**Internal audit report to the members of Newbiggin by the Sea Town Council**

Ladies and Gentlemen,

I have completed the internal audit of the accounts for the year ended 31<sup>st</sup> March 2019 and I have no matters to bring to your attention.

I have mentioned in the work schedule attached that the frequency of budget monitoring and bank reconciliation reporting is on the low side, however the frequency complies with Financial Regulations and is reviewed annually with the Risk Assessment and Management controls.

I have completed and signed the relevant section of the annual return form as required.

I thank the Clerk and his Deputy for their assistance

Yours faithfully

John A Ainsworth

25th April 2019

Attached: Details of the work done at the audit

**Audit work completed in the year**

Date(s) of visit(s): 14<sup>th</sup> November 2018, 12<sup>th</sup> March 2019, 23<sup>rd</sup> April 2018

Ref	Control Objective tested	Work undertaken	Result
A	Appropriate Financial records have been properly kept	Accountancy system and financial records noted and documented	Appropriate records are kept
B	Financial Regulations have been complied with and payments were supported by invoices, all expenditure was approved and VAT was accounted for	A sample of 38 transactions were examined in detail. Prices and arithmetic, VAT paid, certification, allocation and compliance to Financial Regulations were all checked and payment from the Bank Account vouched. All VAT due was paid to HMRC or recorded for payment	All payments were authorised and correct
C	Significant risks have been assessed and reviewed and there are adequate arrangements in place to manage these	Risk Assessment was reviewed and an update had been reported to Council. Insurance arrangements were checked against values actually achieved	The control objective was met
D	An adequate budget process is in place and the budget is monitored on a regular basis	The budget process and the frequency of budget monitoring and reporting was examined. Budget variances and the reporting thereof noted	Budget Monitoring and reporting are only just compliant with good practice
E	The income expected has been collected and is in accordance with	All income banked was checked to ensure that it was correct per agreed charges and properly posted. All VAT was	The expected income was collected and

	the charges set by the Council. VAT on income has been properly accounted for	checked to VAT Account	VAT was properly accounted for
F	Petty cash payments were properly approved and accounted as was the VAT on such payments.	The Council does not operate a Petty Cash Account	
G	Salaries and expenses to employees and allowances to members were in accordance with approved rates and PAYE and NI requirements were properly applied	A sample of 3 months payrolls both pre and post pay rise were tested to see compliance to the authorised establishment and that PAYE and NI were accounted for. payment and expenses paid were also checked	All payments to and on behalf of staff were correct
H	Asset and investment registers were complete , accurate and properly maintained	Asset purchases in the sample at B above were traced into the asset register and accounted for.	Asset registers are properly maintained.
I	Periodic and year end bank account reconciliations were carried out	The frequency and reporting of bank reconciliations was checked and the final bank reconciliation was vouched to the cash book and the bank accounts	There is a minimal frequency of reporting of the bank reconciliation to the Council
J	Accounting statements were prepared on the correct accounting basis and agreed to the cash book. An adequate audit trail exists and debtors and creditors were properly accrued	The Income and Expenditure Account and Balance sheet were examined and reconciled to the cash book. Testing of samples in B above proved the adequacy of the audit trail. Debtors and creditors were properly accrued and posted.	Accounting Statements were on the correct basis and agreed to the cash book. There is an adequate audit trail and debtors and creditors were properly accrued

Other Work

Preparation of Standing Information on the Council and its organisation, Documentation of systems, reading of, and extraction from, minutes and agendas.

Yours faithfully  
 J.A.Ainsworth  
 Internal Auditor

Accounts for the year ended 31 March 2019		Appendix 3
Budget	Income	£
	Precept	228,365
	Grants	38,445
	Other Receipts	<u>15,322</u>
		<u>282,132</u>
	<b>Expenditure</b>	
<b>67,131</b>	<b>ADMINISTRATION - EMPLOYMENT COSTS</b>	
	Employee costs NI & pension scheme	66,892
<b>11,250</b>	<b>OFFICE COSTS</b> insurance utilities & IT	
	Printing, postage etc.	6,778
<b>6,470</b>	<b>FEES &amp; CHARGES</b>	
	Audit, Bank charges, Subscriptions, fees	
	Publications	2,692
<b>1,350</b>	<b>CIVIC EXPENSES</b> Remembrance & Expenses	638
<b>40,760</b>	<b>LOCAL SERVICES</b> Enhanced Services Partnership	
	including Clean/Repair bus shelters, seats etc.	
	Play area inspections, floral bedding	39,570
<b>27,500</b>	<b>REPAIR &amp; RENEWAL</b>	
	Asset repair & renewals Facilities upgrade Bungalow	22,530
<b>10,000</b>	<b>ENVIRONMENTAL PROJECTS</b> Gateways	1,529
<b>20,000</b>	<b>TOWN IMPROVEMENT PROJECTS</b>	11,690
<b>8,000</b>	<b>CAR PARKING IMPROVEMENTS &amp; SIGNAGE</b>	7,000
<b>20,000</b>	<b>PUBLIC TOILET REFURBISHMENT</b>	1,447
	<b>RECREATION &amp; LEISURE</b>	
<b>14,400</b>	Children's holiday and leisure schemes	13,335
<b>12,500</b>	AFC Newbiggin Sports Development	0
<b>16,000</b>	Christmas Lighting	14,689
	<b>GRANTS &amp; SUBSIDIES</b>	
<b>6,000</b>	Grants & donations (Under 300)	3,896
<b>2,530</b>	Newbiggin Nipper Service	2,386
<b>1,000</b>	Newbiggin Food Bank	1,000
<b>10,000</b>	Larger Grants and support: Special events;	
	Music; Sports; Youth & Adult; Community Volunteering	7,000
	<b>OTHER SERVICES</b>	
<b>6,500</b>	Neighbourhood Plan	1,780
<b>1,200</b>	Events Leaflets	0
		<u>204,852</u>
	<b>PROJECTS</b>	
	Web site and PC	1,600
	Litter Bins	1,040
	Central Park playground refurbishment	19,358
	Finger Signs	1,549
	Bandstand painting	720
	Heritage light column	1,530
	Beach Sand redistribution	1,570
	Dedication Seats & Trees & Misc	1,556
<b>282,641</b>	<b>Budget</b>	
<b><u>28,923</u></b>	<b>Contributions from Balances</b>	<u>28,923</u>
<b><u>311,371</u></b>	<b>Total Expenditure</b>	<u>233,775</u>

## Annual Return to 31 March 2019

## Accounting Statements for Newbiggin by-the-Sea Town Council

	31 March 2018 £	31 March 2019 £	Figures rounded to nearest £. Report £0 or NIL balance figures must agree to underlying financial records.
1 Balances brought forward	207,340	185,660	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2 (+) Annual precept	199,365	228,365	Total amount of precept received or receivable in the year. Exclude any grants received.
3 (+) Total other receipts	4,817	53,767	Total receipts or income as recorded in the cashbook less the precept received (line 2). Includes any grants received.
4 (-) Staff costs	76,254	66,892	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and employment expenses.
5 (-) Loan Interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on borrowings (if any).
6 (-) Total other costs	176,534	166,883	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7 (=) Balances Carried forward	185,660	234,017	Total balances and reserves at the end of the year. Must equal (1+2+3) – (4+5+6)
8 Total cash and short term investments	187,170	235,527	The sum of all current and deposit bank accounts, cash holdings and short term investments held at 31 March – to agree with bank reconciliation.
9 Total fixed assets and long term assets	267,052	287,485	The value of all property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10 Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11 Disclosure note re Trust funds (including charitable)	NO	NO	The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets. N.B. The figures in the accounting statements above do not include any Trust transactions.