



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

13 June 2019

You are requested to attend a meeting of the **Newbiggin by-the-Sea Town Council** to be held at **7.00 pm** at Newbiggin Sports and Community Centre on **Wednesday 19 June 2019**.

AGENDA

1. **Apologies for absence**
2. **Minutes** of the previous meeting held on 08 May 2019
3. **Minutes** of the Grant Committees held on 08 May 2019 and 23 May 2019
4. **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.
5. **Review of Community Engagement Strategy**
6. **Neighbourhood Plan**
7. **Great British High Street Award**
To consider supporting an application for Newbiggin by the Sea in the Rising Star category
8. **Notice of Motion**

Councillor Harrison to move:

The Town Council resolves to replace the missing and faded double sided printed banners on Front and High Street retail area lampposts.

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.

9. Request from tenants

Yours faithfully



Town Clerk

NEWBIGGIN-BY-THE-SEA TOWN COUNCIL
Minutes of the Annual Meeting of the Town Council held on Thursday 8th May 2019 at 7.00pm at St. Bartholomew's Church Centre

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: 33 members of the public

C001/19 ELECTION OF MAYOR AND CHAIRMAN OF THE COUNCIL

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

It was also proposed and seconded that Councillor Eva Hartley be elected as Mayor and Chairman for the next municipal year.

As per standing orders, a named vote was requested in considering the amendment of the election of Councillor Eva Hartley as Chair.

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

The amendment was defeated.

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

RESOLVED that: Councillor Alan Thompson be elected as Mayor and Chairman for the municipal year.

C002/19 CHAIRMAN'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.

The Chairman read out a statement thanking Council Officers and Colleagues for their valuable contributions in the 10 years since the Council was established

C003/19 ELECTION OF DEPUTY MAYOR AND VICE CHAIRMAN

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

It was also proposed and seconded that Councillor Eva Hartley 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 amendment of the election of Councillor Eva Hartley as Vice Chair.

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

The proposal was defeated with a vote of 2 in favour, 4 against and 1 abstention.

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

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

The proposal was accepted with a vote of 5 in favour and 2 abstentions.

RESOLVED that: Councillor Lynn Burns be elected as Deputy Mayor and Vice Chairman for the municipal year.

C004/19 APOLOGIES OFR ABSENCE - Councillor A Bromwich-Alexandra. These were accepted.

C005/19. MINUTES OF THE PREVIOUS MEETING held on 17th April 2019.

A Member queried is there was any progress on a meeting with the Leader of the County Council. It was confirmed that an offer had been made to meet with the Chair and Vice Chair of the Town Council.

RESOLVED that: the minutes of the meeting held on 17th April 2019 were agreed as a correct record and signed by the Chairman.

C006/19 Minutes of the Finance Committee held 24th April 2019

RESOLVED that: the minutes of the meeting held on 24th April were noted for information.

C007/19 DECLARATION OF MEMBERS INTERESTS

No interests were declared.

C008/19 APPOINTMENT OF COMMITTEES

A member raised a point of order in advance of this item.

Standing Order 5j following election of chair and Vice Chair business transacted shall include;

v: review of delegation arrangements to staff, committees

vi review terms of reference

It was proposed that terms of reference for all committee and working groups be draft, circulated to members and put to council for consideration at the July meeting. This was seconded

A member suggested a public participation policy to help the public understand how the Town Council meeting worked.

As per standing orders a named vote was requested

FOR

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

AGAINST

RESOLVED unanimously that: Terms of Reference be drafted for all committees and working groups to be circulated to Members and considered by the Council before the end of July.

A member raised another point of order quoting Standing Order 5jv 'Review of delegation arrangements to committees, sub-committees, staff and other local authorities'; to take place at the annual meeting suggesting that due to time constraints, they be brought forward for review at June meeting.

The Town Clerk informed that such delegation to outside bodies was up for consideration.

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

RESOLVED that:

- (i) Councillors Cholerton, Harrison; Hartley; Peden, Thompson be appointed to the Finance Committee.
- (ii) Councillors Boon; Burns; Cholerton and Hartley 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
- (vi) Councillors Bromwich-Alexandra; Burns; Cholerton and Thompson be confirmed to hold Stints on behalf of the Town Council
- (vii) The Chairman be appointed to the Friends of Woodhorn Church Working Group

A member raised a point of order under Standing Order 5j ix – at annual meeting review and adopt standing orders and financial regs, whilst Standing Orders were adopted in November 2018, Financial Regulations had not been reviewed since November 2016, Propose review of financial regulations be undertaken and brought back to the September meeting for consideration. This was seconded

An amendment was proposed that the regulations be accepted as they stand, and potential changes be submitted to the Officers regarding changes to the Financial Regulations to be considered at Full Council.

As per standing orders a named vote was requested on the amendment

FOR	AGAINST
M Boon	L Burns
M Cholerton	S Harrison
M Peden	E Hartley
A Thompson	

The amendment was carried with 4 in favour and 3 against.

RESOLVED that the Financial Regulations be adopted as they stand with Members to submit any potential changes to the Officers for consider at a future Council meeting.

C009/19 ANNUAL GOVERNANCE STATEMENT

A member raised a point of order SO 17e 'A completed draft annual governance and accountability return shall be presented to all councillors at least 7 days prior to anticipated approval by the Council'. Noting only 3-day notice of documents were provided record request that next year they are circulated in a timely period in accordance with SO.

Request audit report taken before the Annual Governance statement as the Internal Audit has an impact on the Annual Governance statement.

It was agreed that the request be noted, and the Internal Audit report be taken prior to the consideration of the Annual Governance Statement.

C010/19 INTERNAL AUDIT ANNUAL REPORT

A member queried:

- Section D of the audit report indicated that the Town Council were 'only just compliant' in the requirement for the monitoring of budgets on a regular basis.
- Section I of the audit report indicated that there was minimal frequency of reporting of bank reconciliation to the Council.

The Town Clerk confirmed that these issues were due to resignations from the Finance Committee which meant that meetings were unable to proceed as they were inquorate.

A member requested more frequent reporting to the Town Council, the Clerk confirmed this would indeed be feasible once the new accounts software was installed; which was expected to take place in July.

RESOLVED that: the Internal Audit Report be received.

C009/19 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. The draft statement attached at Appendix 1 to the report was considered.

RESOLVED that: the Town Council approves the Annual Governance Statement

C011/19 ANNUAL ACCOUNTS ACCOUNTING STATEMENT ANNUAL REPORT FOR 2018/2019

The Final Accounts for the financial year 2018/19 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 mid -June as required by the legislation.

RESOLVED that: the Final Accounts Accounting Statements and Contingencies and Balances for 2018/19 are agreed by the Town Council.

C012/19 NEIGHBOURHOOD PLAN

The Town Clerk informed that there was nothing further to report on the Newbiggin Neighbourhood Development Plan at this stage.

C013/19 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.

C014/19 CCTV PROJECT; CONSIDERATION AND COSTING

The report of the Deputy Town Clerk had been circulated which detailed budget considerations, consultation, defining the purpose of observation, operational issues, system requirements, maintenance, determination of extent of a scheme and it was recommended that the Council consider the report and prioritise locations, consider other measures that could mitigate the need for surveillance cameras and carry out a consultation in line with the Surveillance Camera Code of Practice.

RESOLVED that:

- (i) the Council accept the report
- (ii) the Council look at mitigating the need for cameras and potential partnership working,
- (iii) a further report be brought to a future meeting of the Council to make a decision, regarding the scheme, and look at options for consultation.

C015/19 Tenders – ATTLEE PLAY PARK REFURBISHMENT

The Deputy Clerk presented the details of the quotations that had been received including imagery of the play equipment.

RESOLVED unanimously that: the Council accept the quotation from Kompan Ltd with the works to take place prior to the summer holiday period.

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

NEWBIGGIN-BY-THE-SEA TOWN COUNCIL

Minutes of a Meeting of the Grant Committee held on Wednesday 8th May 2019 at 13:00 at The Council Offices Newbiggin by-the-Sea

PRESENT: Councillors: L Burns (Chairperson) M Boon, M Cholerton
Officers: E Brown – Deputy Town Clerk

GC18/016 MINUTES OF PREVIOUS MEETING HELD 17 December 2018 were agreed and signed as a true record.

GC18/017 DECLARATION OF INTERESTS – The Deputy Clerk noted her involvement as an organiser for the Newbiggin Litter Pickers Group.

GC18/018 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 paragraphs 1 and 3 of Part I of Schedule 12A of the 1972 Act relating to personal financial and business affairs.

GC18/019 APPLICATIONS FOR GRANT

RESOLVED that:

- (i) Pursuant to Local Government Act 1972, s.137 it was retrospectively agreed that grant of £300 was made payable to Newbiggin Learning Hive to help those affected, as a consequence of the roll out of Universal Credit. The members of the Grant Committee had visited the Learning Hive on 22nd January to meet the staff and find out more about the valuable services they provided.
- (ii) Pursuant to Local Government Act 1972, s.137 it was agreed to purchase some equipment on behalf of Newbiggin Litter Pickers to the value of £110 Pursuant to the Litter Act 1983 s.5 it was agreed to also purchase of 4 x wheelie bins to the value of £140 to be located on the promenade for the purposes of introducing a recycling scheme which had the approval of Northumberland County Council; labels should identify the bins as recycling also noting the support of the Town Council.
- (iii) Pursuant to Local Government (Miscellaneous Provisions) Act 1976, s.19 a grant of £300.00 was agreed towards a school holiday lunch club being provided by St. Marks and St. Andrews.
- (iv) Pursuant to Local Government Act 1972, s.145 grant of £300.00 was agreed to Newbiggin RNLI towards funding a 40's themed band to perform at the Newbiggin D Day Commemorative Memorial event.
- (v) Pursuant to Local Government (Miscellaneous Provisions) Act 1976, s.19 a grant of £300.00 was agreed towards supporting Newbiggin Bowls Club by sponsoring t-shirts, a request was made for the Town Council logo to be included on the shirts.

NEWBIGGIN-BY-THE-SEA TOWN COUNCIL

- (vi) Pursuant to Local Government Act 1972, s.145 a grant of £50.00 was agreed to support Ashington and District Male Voice Choir.

Signed by the Chairperson: Date:

NEWBIGGIN-BY-THE-SEA TOWN COUNCIL

Minutes of a Meeting of the Grant Committee held on Wednesday 23rd May 2019 at 10:00 at The Council Offices Newbiggin-by-the-Sea

PRESENT: Councillors: L Burns (Chairperson)

M Boon, M Cholerton, E Hartley

Officers: E Brown – Deputy Town Clerk

GC19/01 ELECTION OF CHAIR OF COMMITTEE

It Was proposed and seconded that Councillor Lynn Burns be elected Chair of the Grants Committee.

RESOLVED that: Councillor Lynn Burns be elected as the Chair of the Committee.

GC19/02 MINUTES OF PREVIOUS MEETING HELD 08 May 2019 were agreed and signed as a true record.

GC19/03 DECLARATION OF INTERESTS – None.

GC19/04 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 paragraphs 1 and 3 of Part I of Schedule 12A of the 1972 Act relating to personal financial and business affairs.

GC19/05 APPLICATIONS FOR GRANT

RESOLVED that:

- (i) Pursuant to Local Government Act 1972, s.137, it was agreed to support Blind Veterans with a grant of £300 towards the D-Day Memorial Commemoration event.

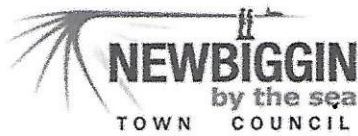
A member queried whether grant presentations would be arranged for all in receipt of a small grant moving forward.

Feedback was received from the Bowls Club on the grant they were recently awarded.

RECOMMENDATION: that the Town Council purchase a large presentation cheque for future grant presentations.

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

COMMUNITY ENGAGEMENT STRATEGY



Proposal to Town Council June 2018
Minute Reference C028/18
Policy Review Date: June 2019

INTRODUCTION

Newbiggin by the Sea Town Council has developed a Community Engagement Strategy which aims to support the Council in consulting and engaging with residents, local authorities, businesses, visitors and any individual or group which is able to influence and make positive change for the town..

The Council recognises that it must provide services which reflect the needs of its residents and which endeavour to improve their quality of life. It aims to give local people a voice in the process of taking decisions which affect the community.

The Council aims to engage with its residents and encourage their participation in decision making, securing better services, being engaged with the local democratic process and creating a more active and informed community.

AIMS

1. To work more closely with residents, community groups, businesses and the principal authority.
2. To be inclusive in engaging with as many people as possible.
3. To actively encourage residents' involvement.
4. To listen to views and have regard to them in enhancing services.
5. To raise the profile of the Town Council.

OBJECTIVES

1. To encourage effective local community engagement.
2. Ensure that embedded throughout the Council there is a clear understanding of the need to engage with communities about decisions which affect them.
3. Adopt modes of communication which enables as many people as possible to be reached.
4. Enable the aspirations/comments/suggestions etc. obtained from community engagement to have an impact on decision making and the way in which services are being delivered.
5. To inform residents of the role of Town Councillors and the Town Council.
6. To enhance the well- being and prosperity of the town.

ENGAGEMENT PRINCIPLES

- The Town Council cannot force any individual or group to become involved but it can, and will, make it easier and more attractive to do so.
- The Council will always be clear, before the start of any participation or consultation event, to what extent the result will inform a decision.

COMMUNITY ENGAGEMENT STRATEGY

- If the outcome of a participation or consultation event is intended to inform a decision and a different decision is taken, the reasoning behind that decision will be clear and published.
- All involvement will be time-bound and collated results will be published openly.
- Not every decision requires community involvement.
- Consultations will be targeted at the relevant group or groups.
- If an event calls for wider public involvement the event will be advertised locally allowing people time to organise their engagement with the event.
- Specific, non-leading questions will be asked in any consultations. Questions can be open but not open-ended.
- Care will be taken to ensure that no one voice is given greater weight than any other.

CURRENT METHODS OF COMMUNITY ENGAGEMENT

1. *Communication*

- The Town Council Website will be updated regularly and will contain Agendas, Minutes, Council information documents and other information as required.
- Meeting minutes and reports are available in both hard copy in the Parish noticeboard and electronically for residents and community groups.
- Information leaflets will be produced as required and will be available locally and electronically.
- Meetings are publicised and open to the public with an opportunity for residents to bring items to the council's attention.
- The Annual Town Meeting is an opportunity for residents to discuss issues and inform the Town Council of needs.
- The annual External Audit provides the opportunity for questions to be asked about the latest Statement of Accounts (are available as printed copies, in the noticeboard and on the website).

2. *Consultation*

- Consultation on important issues will be key in obtaining precise information and views and will be undertaken by questionnaires and surveys, use of the website and by approaching local organisations.
- Consultation will be as inclusive as possible and will seek to consult everyone including minority and hard to reach groups .

3. *Support*

- To support local organisations and engage with them in meeting their own targets and aims.
- To support local projects and participate in local events to raise awareness of the Town Council and its aims.

4. *Partnership*

- Partnership with local organisations will ensure appropriate and acceptable outcomes.
- Partnership will further the aims of the council to improve the environment and the quality of life for all residents.

COMMUNITY ENGAGEMENT STRATEGY

- Partnership will raise the profile of the Town Council and its work
- Partnership with the Principal Authority and surrounding local councils will enhance the service the Town Council is able to provide.
- Some Members and officers act as representatives for Outside Bodies comprising community groups, local organisations, and other government agencies, and regularly attend their meetings.
- Unlike other tiers of local government, Town Councillors always live within 3 miles of the town they serve and therefore have close ties to their electors and local voluntary and community organisations on a day-to-day basis, making them uniquely placed in terms of informed representation.

THE COUNCIL'S COMMITMENT TO COMMUNITY ENGAGEMENT

Newbiggin by the Sea Town Council has a commitment to provide a democratic representational voice for the people of parish through engaging with the local community in a proactive and meaningful way and collaborating in effective partnerships in order to meet the aims as embodied in the Council's Mission Statement.

Newbiggin by the Sea Town Council – Mission Statement

Sustainability through Collaboration

Aims of Newbiggin by the Sea Town Plan dated 2017

- 1. To raise the aspirations and prosperity of all our constituents, especially the young.*
- 2. To improve our environment, providing a clean, tidy and aesthetically pleasing place to live, work and visit.*
- 3. To encourage and support an increase in tourism.*
- 4. To increase the skills base within the town, supporting adults into work.*
- 5. To support an aging population.*

FUTURE IMPROVEMENTS

Newbiggin by the Sea Town Council is committed to improving community engagement by abiding by the engagement principles and:

- Improving relationships with community groups and developing measures to harness the views and opinions of people and groups who are often missed out of community engagement activities.
- Identifying and embracing opportunities to work with other local community groups, as and when the need arises.
- Extending and developing the range of electronic communication including a presence on social networking media such as Facebook, Twitter etc.
- Participating in local networks to share knowledge and experience of community engagement activities in other areas.
- Publicising the positive results that have been achieved from working relationships between the Council and other community groups; in order to encourage new relationships to be formed and raise community spirit.
- Ensuring that appropriate evaluation is carried out following consultation exercises to ensure that lessons learned are carried forward and an assessment of how effective and useful the consultation was.