

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

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.....