



76 Front Street
Newbiggin by-the-Sea
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14 November 2019

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

Dear Councillor

You are requested to attend a meeting of the **Newbiggin by-the-Sea Town Council** to be held at **7.00 pm** at the Grace Darling Academy Newbiggin by the Sea on **Wednesday 20 November 2019**.

Open Session at the invitation of the Chairperson to consider any questions from members of the public prior to the commencement of business limited to 15 minutes and to 3 minutes per person.

AGENDA

1. **Apologies for absence**
2. **Minutes** of the previous meeting held on 16 October 2019
3. **Minutes** of the Finance Committee held on 23 October 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. **Neighbourhood Plan**
6. **Outside Bodies – Reports from Representatives**
7. **Review of Large Grant Conditions**
8. **Review of Financial Regulations**
9. **Town Centre Banner replacement**
10. **Consultation - Draft Economic 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 Any Reports referred to are enclosed for members and officers only and marked "Not for Publication".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.

11. **Grant request: Newbiggin Genealogy Group**
12. **Grant request: Little Gem Arts & Crafts Gallery**

Yours faithfully

Town Clerk

NEWBIGGIN-BY-THE-SEA TOWN COUNCIL

Minutes of the Ordinary Meeting of the Town Council held on Wednesday 16th October 2019 at 7.00pm at Newbiggin Sports and Community Centre

PRESENT: Councillors: A Thompson (Chairman)

A Bromwich-Alexandra L Burns

S Harrison E Hartley M Peden

Officers: D Earl – Town Clerk

E Brown – Deputy Town Clerk

IN ATTENDANCE: 14 members of the public

The Chair informed of a question that had been submitted in writing in advance of the meeting asking whether the Town Council were changing the grant conditions to meet the grant application to be considered later the agenda. The Chair confirmed that the Council were considering amendments to the grant conditions which would be applicable to all future grant applications to enable the support of new and expanding projects that were presently restricted by the existing conditions.

A member of the public queried previous motions relating to the replacement of high street banners, re-designation of Newbiggin as a town and painting of the heritage lighting columns. The Chair informed that the Town Council had on numerous occasions requested a meeting with the Leader and Deputy Leader of the County Council and a meeting date had not yet been forthcoming.

The Deputy Clerk informed that the purchase order for the repainting of the heritage lights had been in place with the County Council for over a year now but unfortunately their contractor arrangements had changed and this has caused a delay in the painting of the columns; this was being chased up on a monthly basis. The banner replacement was ongoing with previous design details being unobtainable and new designs being requested. A member of the public suggested a local designer and was asked for forward the designers contact details to the Deputy Clerk.

A member of the public asked whether the council supported full transparency and open accountability in accordance with the current agreed best practice and why the Council were considering changing grant procedures to make them less transparent and accountable. The Chair responded stating that the Council is transparent and compliant with legislation in all procedures and practices.

A member of the public asked whether the Town Council approved of and supported the bay project. The Town Clerk outlined the Council's position as detailed in previous minutes; the Council supported a scheme being developed in principle but at this stage nothing further has come back to the Town Council for consideration.

A member of the public raised some questions regarding the Neighbourhood Planning Steering Group;

- i) who decides who sits on the Steering Group, and
- ii) was there a representative on the Steering Group from Newbiggin Voice.

The Chair and Town Clerk informed that the Town Council selected the organisations to be represented on the Steering Group, to cover employment; regeneration; land and property; commercial trade; community regeneration but it was those organisations that selected their own representatives and the Chair confirmed that Newbiggin Voice, had not been asked as to have a representative on the Steering Group.

The member of the public continued to ask questions regarding the proposed residential development opposite the sport centre which were matters for Advance Northumberland

C058/19. APOLOGIES FOR ABSENCE: Councillors M Cholerton and M Boon. These were accepted

C059/19. MINUTES OF THE MEETING HELD ON 18 SEPTEMBER 2019

A Member queried minute No. C053/19 who was to undertake the review of the grants policy. The Town Clerk confirmed that Officers produced the amended draft for consideration of the Council; the Town Council would be undertaking the review.

RESOLVED that the minutes of the meeting held 18th September were agreed and signed as an accurate record.

C060/19. MINUTES OF THE MEETING HELD ON 25 SEPTEMBER 2019

A Member queried minute No. C057/19 and who would be responsible for any financial charge incurred in a variation of the lease conditions. The Town Clerk informed that if a formal change is required, considering the minor amendment, the Council will look at reclaiming that charge from the tenants.

RESOLVED that the minutes of the meeting held 25th September were agreed and signed as an accurate record.

C061/19. DECLARATION OF MEMBERS INTERESTS – None.

C062/19 NEIGHBOURHOOD PLAN

An application for funding was being worked on to advance the Neighbourhood Plan, the Town Clerk informed that this would be developed with the guidance of NCC Planning Officers.

C063/19. OUTSIDE BODIES – REVIEW AND REPORTS FROM REPRESENTATIVES

The Vice-Chair informed that she and the Chair attended the Town and Parish Council Conference hosted by Northumberland County Council which included a presentation from County Councillor Glen Sanderson and an opportunity to meet various officers from various departments, the minutes would be circulated when made available.

A Member who had also attended referred to the updated NCC/Local Council's Joint Charter and the Who's Who guide of NCC Officers.

Chairs question re: car park town centre site available clarification was requested. The Chair informed that this was in relation to the overflow car park which would need to be confirmed by resolution of the Council.

C064/19. CONCLUSION OF AUDIT

The External Auditors PKF Littlejohn LLP had advised of the completion of its review and issue of the External Auditor Report and Certificate 2018/19. Except for the matters reported below, on the basis of their review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in their opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to their attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

The AGAR was not accurately completed before submission for review. Section 2, Box 8 does not agree to the bank reconciliation. The figure in Box 8 should read £232,220.

Amendments will be corrected in the prior year comparatives when completing next year's AGAR.

The Town Clerk informed that this was due to the figure being used was to reflect the town council's net assets at that moment in time but did not include creditors such as the VAT return which had been submitted but not received.

RESOLVED that the Town Council receive and agree the External Auditor Report and Certificate 2018/19.

C065/19 REVIEW OF LARGE GRANTS CONDITIONS

The revised draft procedure has been circulated with the papers for the meeting.

RESOLVED that the Council defer a decision to allow Members to discuss points concerning the draft in an informal session.

C066/19 GRANT REQUEST – NEWBIGGIN GENEALOGY GROUP

This item was deferred pending the review of the conditions of the Large Grants scheme.

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

NEWBIGGIN BY THE SEA TOWN COUNCIL

Minutes of a Meeting of the Finance Committee held on Wednesday 23 October 2019 at 7.00pm at St. Bartholomew's Church Centre, Front Street, Newbiggin by the Sea

PRESENT

Councillors: A Thompson (Chairperson), S Harrison, E Hartley and M Peden
Officers E Brown – Deputy Town Clerk

Also, present: Cllr L Burns (Ex Officio)
Public: 4

FC08/19 APOLOGIES FOR ABSENCE

Apologies for absence received from Cllr M Cholerton.

FC09/19 MINUTES

RESOLVED that: the minutes of the previous meeting held on 31 July 2019 be approved as a true record and signed by the Chairperson.

FC10/19 DECLARATIONS OF INTERESTS

No new declarations were received.

FC11/19 SECOND QUARTER PAYMENTS

Members considered the updated schedule of payments in full to 30th September 2019 which had been circulated and published on the website.
The large payments of £50,000 as the second and final lease installment in relation to the Town Council office and the payment for the Attlee Park refurbishment were noted.
Members requested a column detailing the budget heading corresponding to individual payments be added in the future.
RESOLVED that: the report be received.

FC12/19 REPORT ON BUDGET RECEIPTS AND PAYMENTS AND BANK RECONCILIATION

The bank reconciliation was balanced to date and had been circulated.
The report and expenditure for the 2019/20 budget to 30th September 2019 had been circulated and was received for information.
RESOLVED that: the reports be received.

The meeting closed at 7.15pm

Chairperson.....Date.....

COUNCIL 20 November 2019

1. Review of Large Grant Conditions

- 1.1 Members have met informally to consider large grant conditions in the light of previous experiences and discussed the issues regarding consideration of applications in open sessions when exempt personal or confidential information could be revealed to the public.
- 1.2 An option would be to consider such detailed information in a closed meeting of the Grant Committee with recommendations then referred to the Council for approval.
- 1.3 While the Town Council is unlikely to contribute towards ongoing revenue costs generally there needs to be some flexibility regarding initial set up costs in relation to an approved project and each application would be considered on its own merits without creating a precedent.

RECOMMENDED that the Town Council review the grant conditions and agree the minor changes.

2. Review of Financial Regulations

- 2.1 The Financial Regulations were approved by Council for implementation for the 2017/18 financial year following detailed consideration of the model issued by NALC in 2016.
- 2.2 NALC issued a 2019 model which on examination is a reiteration of the 2016 model with minor inconsequential amendments.
- 2.3 Members have again discussed the financial regulations in relation to the Town Council's financial arrangements and the increased publication of payments beyond national requirements; mandate for all payments by two Councillors; monthly bank reconciliation; quarterly reporting to Finance Committee.
- 2.4 The Town Clerk as Responsible Financial Officer considers that existing separation of financial responsibilities provides better control than most authorities and that some of the practices in the model are a retrograde step resulting in delays to payments for local contractors and an unnecessary increase in administration.

RECOMMENDED that Members endorse the continued use of the existing financial regulations.

3. Town Centre Banner Replacement

- 3.1 The original artwork for the existing banners could not be obtained. The original artwork features prominent structures and landscapes within Newbiggin (The Bay with Welcome signage, Café Bertorelli, Couple, RNLI boat, St. Bartholomew's Church, Memorial Gates, Cobles, Golf and Children playing on the Beach). The existing banners are designed from photographs that have been converted into illustrative pictures that are in pastel colours which are sympathetic to the conservation area.
- 3.2 Quotations have been requested for the design of banners of the same specification with updated images of prominent structure and landscapes within Newbiggin and the suggestion of some additional prominent structures and landscapes e.g. Maritime Centre, Rocket House, Parkrun, St. Mary's/Woodhorn Church, Colliery War Memorial and Dolphin watch.
- 3.3 The work would involve a photo shoot and the design, conversion of images to illustrative style - this would remove any identifying feature of individuals. Some images would need to be taken on bright, sunny days for best effect.
- 3.4 Installation of the banners is being planned prior to Easter weekend 2020 (10th April). From design going to manufacture to supply and installation would take 2-3 weeks and Bay Media who carry out the manufacturing and installation work would require the designs by early to mid-March at the latest.
- 3.5 Four quotations were requested, including the company suggested during the public participation section at the last council meeting.
- 3.6 Of the three companies who agreed to provide quotations all have experience with working with Local Councils, two having worked with Newbiggin by the Sea Town Council on previous projects.

	Company 1	Company 2	Company 3	Company 4
Photo shoot	£250	£950	Declined	Quotation not received at time of producing report
Design	£980	£1875	Declined	Quotation not received at time of producing report
Total	£1230.00	£2825.00		TBC

RECOMMENDED that Members accept a quotation so that the replacement of the banners can proceed in time for Easter 2020.