

76 Front Street Newbiggin
by-the-Sea

Northumberland NE64 6QD

Tel: 01670 851833

09 July 2020

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

In accordance with Paragraphs 7 & 10(2) (b) of Schedule 12A of the Local Government Act 1972 and The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020, I hereby summon you to attend a Meeting of **Newbiggin by the Sea Town Council** to be held online via Zoom on **Wednesday 15 July 2020** at 7pm.

The link to join the meeting is available on the Town Council website.

AGENDA

1. **Apologies for absence**
To receive apologies for absence
2. **Minutes of the previous meeting held on 22 April 2020.**
To agree as a true and correct record the minutes of the Ordinary Meeting of the Town Council held 22nd April 2020.
3. **Minutes of the Finance Committee held on 20 May 2020.**
To receive for information the minutes of the Finance Committee Meeting held 20th May 2020
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. **Internal Audit Report 2019/20**
 - i) To receive and agree the report of the Internal Auditor,
 - ii) To agree to Increase the Fidelity Guarantee of the Council in line with recommendation of the Internal Auditor
6. **Annual Governance Statement 2019/20**
To approve the Annual Governance Statement for the accounting statement 2019/20
7. **Annual Accounts Accounting Statements**
To approve the Annual Accounting Statements 2019/20
8. **Project Allocations**
To approve the allocations to the Project Plan for 2020-22 as set out in Appendix 5.

9. **Vehicle Activated Speed (VAS) Signs**

- i) To request Northumberland County Council, remove the redundant VAS on Gibson Street
- ii) To agree to replace the VAS units on Woodhorn Road and North Seaton Road with the DF11 Speed Indicator Device

10. **Dedication Policy**

- i) To approve the policy on the dedication of trees and benches within the parish
- ii) To agree to plant 2 x dedication trees with tree guards and plaques.
'In thanks of all key workers during the Covid -19 pandemic' and 'In memory/dedication of all who suffered during the Covid-19' pandemic.

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'

11. **Exclusion of Press and Public**

That in accordance with the provisions of the Public Bodies (Admission to Meetings) Act 1960 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 confidential and exempt information relating to financial and embargoed information.

12. **Newbiggin Economic Plan**

To receive the draft Newbiggin Economic Plan from Newbiggin Community Ventures

13. **Grant Application**

To consider a large grant application from Newbiggin Maritime Centre



Dennis Earl Town Clerk

(Agenda prepared by Deputy Town Clerk and approved by Town Clerk)

NEWBIGGIN-BY-THE-SEA TOWN COUNCIL
Minutes of the Ordinary Meeting of the Town Council held on Wednesday 22nd April
2020 at 7.00pm via Zoom

PRESENT: Councillors: A Thompson (Chairman)
M Boon L Burns
M Cholerton M Peden

Officers: D Earl – Town Clerk
E Brown – Deputy Town Clerk

IN ATTENDANCE: 5 members of the public

The Chairman thanked the Community for their efforts in respecting social distancing measures and supporting each other during these trying times.

C099/19. APOLOGIES FOR ABSENCE: None.

C100/19. MINUTES OF THE MEETING HELD ON 19th FEBRUARY 2020

RESOLVED unanimously that the minutes of the meeting held 19th February 2020 were agreed as an accurate record and would be signed later.

The Chairman noted the resignation of Eva Hartley and expressed his thanks for her time serving the community as a Councillor.

The Deputy Town Clerk noted that the grant application for the water refill station had been unsuccessful but thanked Sheila Harrison for her efforts in putting the bid together. Further attempts for funding would be made next year.

C101/19. NOTES OF THE ENVIRONMENTAL WORKING GROUP HELD 4th March –

The minutes were noted, and it was **RESOLVED** that the recommendations within be approved by the Council.

C102/19. MINUTES OF THE GRANTS COMMITTEE MEEING HELD 20TH APRIL 2020 –

The minutes were noted for information and it was **RESOLVED** that the recommendations with be approved by the Council.

C103/19 DECLARATION OF MEMBERS INTERESTS

Cllr Thompson declared a personal interest as a member of Bank House Club.

C104/19 WARD VACANCIES AND COMMITTEE APPOINTMENTS

The resignation of Eva Hartley from the North Ward was received on 19 February and notice of the vacancy published on 20 February.

The Returning Officer at the County Council has confirmed that elections have been requested to fill the casual vacancies in North and East Wards and the elections office were making the appropriate arrangements.

Arising from emergency legislation because of the Corona Virus emergency elections and referenda have been delayed and most moved to 2021. The position regarding by-elections will be clarified further in due course.

Following the end of the financial year 2019-20 and commencement of the new financial year it is suggested that Councillors Boon and Burns fill the vacancies on the Finance

Committee.

RESOLVED that the position be noted, and Councillors Boon and Burns be appointed to the Finance Committee.

C105/19 BANK SIGNATORIES

Another consequence is that two former Councillors need to be formally removed from the authorised signatories at the bank and others added to the mandate.

It is suggested that the remaining Councillors who are not signatories be authorised to be added to the mandate to maintain adequate cover.

RESOLVED that Councillors Boon, Burns and Peden be authorised as signatories for the Town Council accounts and added to the mandate.

C106/19. RISK ASSESSMENT

Members were invited to consider the draft risk assessment that was attached at Appendix 1.

RESOLVED that the risk assessment be agreed.

C107/19. REVIEW OF FINANCIAL REGULATIONS EFFECTIVENESS OF INTERNAL CONTROL AND INTERNAL AUDIT

Following previous consideration of this matter Council resolved to defer a decision so that Members could informally consider the NALC 2019 model in relation to the current Financial Regulations approved by Council and implemented from the 2017/18 financial year.

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. It was not considered necessary to adopt the 2019 model or make further alterations.

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. The procedures do not include petty cash or on-line banking and strong internal controls are in place.

Similarly, arrangements regarding internal audit provide for independent scrutiny of practices procedures and full access to all records by the internal auditor.

RESOLVED that:

- i) the Council endorse the continued use of the existing financial regulations, effectiveness of internal controls and internal audit arrangements
- ii) the Council explore online banking arrangements with appropriate safeguarding.
- iii) Online banking be investigated with appropriate safeguarding in place.

C108/19. BALANCES CARRIED FORWARD

The Town Council had a number of committed allocations and contingencies as shown in Appendix 2 and arising from delays in project expenditure it was recommended that underspent balances from the 2019/20 also be carried forward as shown. While the accounts remain to be closed down and the audit completed there will still be adequate general balances.

RESOLVED that unspent balances from 2019/20 be carried forward.

C109/19. SMALL GRANTS SCHEME – REVIEW OF APPLICATION FORM AND CONDITIONS

At the meeting of the Grants Committee meeting held 15th January it was **RESOLVED** that amendments be made to the small grants scheme, and a copy of the revised draft application form be submitted to the Council for adoption.

RESOLVED that this item be deferred to the next Council meeting while conditions be drafted into a policy document.

C110/19 CHILDRENS LEISURE SCHEME

RESOLVED that this item be deferred pending the receipt of more information from Active Northumberland.

C111/19 EMPLOYEE PENSION PROVIDER

The current provider is closing its scheme and transferring membership to Smart Pensions by default.

RESOLVED that that Council accept Smart Pensions as the new provider.

C112/19 NEIGHBOURHOOD PLAN

The tenders had been returned and members of the steering group had met and wished to interview the candidates.

RESOLVED that:

- i) the members of the steering group who attended the meeting held on 21st April hold interviews with the candidates and request a presentation on neighbourhood planning as part of the process.
- ii) Delegated powers be given to the steering group with Officers to appoint a consultant.

The Clerk informed that referendum cannot be held before May 2021 and there were issues regarding consultation due to the lockdown arrangements.

The meeting closed at 7.25

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

NEWBIGGIN BY THE SEA TOWN COUNCIL

Minutes of a Meeting of the Finance Committee held on Wednesday 20 May 2020 at 7.00pm via Zoom

PRESENT

Councillors: A Thompson (Chairperson), M Boon, L Burns, M Cholerton and M Peden
Officers D Earl -Town Clerk
E Brown – Deputy Town Clerk

FC01/20 APOLOGIES FOR ABSENCE

None

FC02/20 MINUTES

RESOLVED that: the minutes of the previous meeting held on 18 December 2019 be approved as a true record and signed by the Chairperson.

FC03/20 DECLARATIONS OF INTERESTS

No new declarations were received.

FC04/20 FOURTH QUARTER PAYMENTS

Members considered the updated schedule of payments in full to 31st March 2020 which had been circulated and published on the website.

RESOLVED that: the report be received.

FC05/20 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 31st March 2020 had been circulated and was received for information.

RESOLVED that: the reports be received.

The meeting closed at 7.15pm

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

NEWBIGGIN BY-THE-SEA TOWN COUNCIL

Report of Town Clerk & Deputy Town Clerk

COUNCIL 15 JULY 2020

1. 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 Internal Auditor has reviewed all of the activities referred to in his report which is attached at Appendix 1 for members' information. Only one comment has been made recommending a review of the level of Fidelity Guarantee which is currently set at £250,000. Owing to the carry forward of allocated balances at the year end this figure can be exceeded when the Precept instalment is received in the bank so it is suggested that the cover be increased to £350,000.

RECOMMENDED that the Internal Audit report be agreed and the Fidelity Guarantee increased.

2. Annual Governance Statement 2019/2020

A draft statement is attached at Appendix 2 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 Accounts and Accounting Statement for 2019/2020

Attached at Appendix 3 for members' consideration are the Final Accounts for the financial year 2019/2020 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 for submission to the External Auditor.

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

4 Three Year Project Plan – Allocations

The Town Council's 3 year Project Plan was agreed last year with allocations in 2019-20 financial year which have been carried forward together with other agreed allocations carried forward from Balances at the year end.

Appendix 5 attached shows the available funds and allocations against individual projects so that progress can be made with partners and match funding sought where necessary.

RECOMMENDED that the allocations to the Project Plan be confirmed for 2020-22 as set out in Appendix 5.

Report 01/20/21

NEWBIGGIN BY-THE-SEA TOWN COUNCIL

Report of Town Clerk & Deputy Town Clerk

5. Vehicle Activated Speed (VAS) Signs

There are currently three Vehicle Activated Speed (VAS) signs located with the Parish at North Seaton Road (junction to Spital Burn), Gibson Street (at New Ship) and Woodhorn Road (at STB Autos).

At present only one VAS is operational, this is the one located at North Seaton Road and this has been licensed¹ to Newbiggin by the Sea Town Council. This is operated via solar panel and repairs were last conducted in 2017.

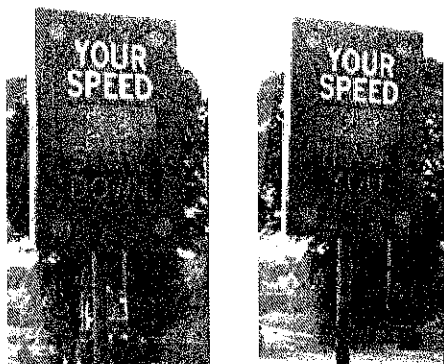
The non-operational VAS on Woodhorn Road also has solar panel connectivity. The VAS on Gibson Street does not. These two units have not been operational for at least three years

A parish council has the power to contribute towards the cost of traffic calming works (including sign) to be carried out by the highway authority to the benefit of the council area².

It has been suggested that the Town Council investigate changing the VAS to Speed Indicator Device (SID) signs.

It is not possible to switch to SID display within the 450mm dimensions of the existing units and they cannot be reworked to give the information required.

SID is only available in the 600mm sized units as per the images below at a cost of £3254 each (excluding VAT and installation charges):



Representation of the ISAS.

An alternative lower cost option is the DF11 SID as shown below with the solar powered unit costing £2645 (excluding VAT and installation charges)



¹ New Roads and Street Works ACT 1991, section 50

² Highways Act 1980, section 274A (a)

NEWBIGGIN BY-THE-SEA TOWN COUNCIL

Report of Town Clerk & Deputy Town Clerk

RECOMMENDED that:

- i) The Town Council request that NCC remove the non-operational unit on Gibson Street at no cost to the Town Council. This is due to the proximity to the traffic lights on Dixons Corner, the pedestrian crossing on Gibson Street and the Speed camera on Front Street, it is believed that this unit is surplus to requirements.
- ii) The Town Council immediately replace the units on Woodhorn Road and North Seaton Road with the DF11 SID

6. Dedication Policy for Trees and Benches

No policy exists for the provision, maintenance and removal of dedication benches and trees. The dedication scheme application form also requires updating due to increases in costs.

A dedication planter had been planted up by Northumberland County Council with an NHS badge in seasonal bedding at Central Parkway to represent thanks from the community to all key workers during the Covid-19 pandemic. The Members have considered options to install a more permanent tribute on behalf of the community.

RECOMMENDED that:

APPENDIX 6

- i) the Town Council adopt the policy on the dedication of trees and benches within the parish.
- ii) The Town Council agree to plants 2 x trees with tree guards and plaques in dedication of: 'all Key Workers supporting the community during Covid-19 pandemic' and 'in memory/dedication of all who have suffered during the Covid-19 pandemic'

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 31st March 2020 and I have one recommendation to make.

1. That the level of Fidelity Guarantee cover in the Council's insurance policy is reviewed to reflect the level of Council activity

I have completed and signed the relevant section of the annual return form as required. Two items are marked as "Not covered" this is because;

1. The Council does not operate a Petty Cash Account
2. The Council had a limited assurance review of its 2018/19 AGAR

I thank the Clerk and his Deputy for their assistance particularly in these difficult times.

Yours faithfully

John A Ainsworth
3rd June 2020

Attached: Details of the work done at the audit

NEWBIGGIN BY-THE-SEA TOWN COUNCIL

Report of Town Clerk & Deputy Town Clerk

Audit work completed in the year

Date(s) of visit(s): 18th and 19th February 2020, 28th and 29th April 2020 (at home) 27th May and 3rd June 2020 (at home)

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 59 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. A Review of the level of Fidelity Guarantee is recommended (<i>see Audit Report</i>)
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 compliant with good practice
E	The income expected has been collected and is in accordance with the charges set by the Council. VAT on income has been properly accounted for	All income banked was checked to ensure that it was correct per agreed charges and properly posted. All VAT was checked to VAT Account	The expected income was collected and 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	A sample of 4 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. Contracts of Employment were examined	All payments to and on behalf of staff were correct and in accordance with

NEWBIGGIN BY-THE-SEA TOWN COUNCIL**Report of Town Clerk & Deputy Town Clerk**

	requirements were properly applied		Contracts of Employment
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	Bank reconciliation reports are reported quarterly to Council. Bank Rec is done monthly and members have access to these
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

Update 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

NEWBIGGIN BY-THE-SEA TOWN COUNCIL

Report of Town Clerk & Deputy Town Clerk

Appendix 2

ANNUAL GOVERNANCE STATEMENT 2019/20

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 2020, 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 /20/21 dated 15 July 2020.

NEWBIGGIN BY-THE-SEA TOWN COUNCIL

Report of Town Clerk & Deputy Town Clerk

Accounts for the year ended 31 March 2020

Appendix 3

Income	£
Precept	254,981
Grants	0
Other Receipts	<u>19,568</u>
	<u>274,549</u>
Expenditure	
ADMINISTRATION - EMPLOYMENT COSTS	
Employees costs NI & pension scheme	72,415
OFFICE COSTS insurance utilities & IT	
Printing, postage etc.	5,822
FEES & CHARGES	
Audit, Bank charges, Subscriptions, fees	
Publications	4,280
CIVIC EXPENSES Remembrance & Expenses	363
LOCAL SERVICES Enhanced Services Partnership including Clean/Repair bus shelters, seats etc. Play area inspections, floral bedding	48,372
REPAIR & RENEWAL	
Asset repair & renewals Facilities upgrade Atlee Park	41,085
ENVIRONMENTAL PROJECTS	3,578
TOWN IMPROVEMENT PROJECTS	12,596
CAR PARKING IMPROVEMENTS & SIGNAGE	0
ATLEE PARK REFURBISHMENT	20,000
RECREATION & LEISURE	
Children's holiday and leisure schemes	18,280
AFC Newbiggin Sports Development	0
Christmas Lighting	9,077
GRANTS & SUBSIDIES	
Grants & donations (Under 300)	4,005
Newbiggin Nipper Service	2,433
Newbiggin Food Bank	1,000
Larger Grants and support: Special events; Music; Sports; Youth & Adult; Community Volunteering	8,083
OTHER SERVICES	
Neighbourhood Plan	1,760
Events Leaflets	<u>0</u>
	253,082
PROJECTS	
Office and toilets capital contribution from Balances	50,000
Total Expenditure	<u>303,149</u>

NEWBIGGIN BY-THE-SEA TOWN COUNCIL

Report of Town Clerk & Deputy Town Clerk

Appendix 4

Annual Return to 31 March 2020

Accounting Statements for Newbiggin by-the-Sea Town Council

	31 March 2019 £	31 March 2020 £	Figures rounded to nearest £. Report £0 or NIL balance figures must agree to underlying financial records.
1 Balances brought forward	185,660	234,017	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	228,365	254,981	Total amount of precept received or receivable in the year. Exclude any grants received.
3 (+) Total other receipts	53,767	19,567	Total receipts or income as recorded in the cashbook less the precept received (line 2). Includes any grants received.
4 (-) Staff costs	66,892	70,779	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	166,883	232,370	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	234,017	205,417	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	235,527	206,675	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	287,485	317,546	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.

NEWBIGGIN BY THE SEA TOWN COUNCIL 3 YEAR PROJECT PLAN – Allocations 2020-2022

Appendix 5

Regeneration Schemes	Town Council Budget	Regeneration Fund	Town Council Budget	Balances Carried forward	Regeneration Fund	Town Council Budget	Regeneration Fund	Total Contributions
	2019/20	2019/20	2020/21	2020/21	2020/21	2021/22	2021/22	
	9156	45428	65000	72060	32955*	65000*	16500*	306100*
Promenade Safety/ Boat Ramp	2286	22714	5000	15780	16477			62257
Milburn Park/South Bay Regeneration								
Playground			20000			20000		40000
Repair & Maint.			15000			15000		30000
Beach Huts	6879	22714	5000	15780	16477			66850
Observation Platform			5000			10000	8250	23250
Bankside Boardwalk			5000			10000	8250	23250
Environment			10000			10000		20000
TC Banners				3500				3500
CCTV				25000				25000
Gateway Feature				12000				12000

NEWBIGGIN BY THE SEA

TOWN COUNCIL

POLICY ON THE DEDICATION OF BENCHES, TREES AND PLANTERS WITHIN THE PARISH

Newbiggin by the Sea Town Council supports the needs and principles of allowing dedication benches, trees and planters within the Parish. The Council is mindful that these facilities are enjoyed by a wide range of people. Therefore, the Council will ensure that the issue is managed and regulated for the mutual benefit of all.

The content of this policy will be revised as necessary to meet changing circumstances, fashion and trends. The policy will be reviewed at least every four years and proposed amendments shall be submitted to the Council for approval.

This policy will be made available to the general public and all applicants for memorial benches and trees will be issued with a copy.

OBJECTIVES OF THE POLICY

The Council is seeking to ensure it is adopting a clear, measurable and sympathetic approach to the management of assets within the town which will take account of the sometimes contrasting needs of a variety of users.

The policy will also ensure that all dedication benches and trees have a common appearance, style and size which are appropriate for that location and will not cause offence to others.

The policy will establish responsibility for maintenance, repair and replacement. The Council through this policy will endeavour to always offer the highest standard of service in undertaking its management and regulatory responsibility.

Location

Please note that there is no available space for memorial benches at Church Point.

Dedication trees are permitted outside the Health Centre on Central Parkway only at this time.

The planting of dedication trees shall only be carried out between November and February to ensure the most efficient growing conditions.

Dedications

Newbiggin by the Sea Town Council offers dedications within the parish which includes the following:

- Dedication tree with steel guard and plaque (subject to availability)
- Dedication bench without plaque (subject to availability)
- Dedication planters with plaque (subject to availability)

Memorial benches shall be positioned to maximise the benefit and development of areas within the parish but the Council will attempt to accommodate the wishes of the applicants.

The Council will limit the number of dedication benches in particular areas so that they shall not detract from the prime purpose of the space. Therefore, the size and location of the space shall limit the number permitted. The Council reserves the right to refuse applications on this basis. The Council shall specify the type of benches to be installed to be in keeping with the intended location.

Donation of Benches

Upon receipt of a donation the Town Council will supply and install a bench as close as possible to your preferred location. The bench will become an asset of the Town Council and will be maintained as such.

It is the applicants responsibility to provide and install the dedication plaque on the bench. Dedication plaques shall be affixed in the centre of the upper most lath of the back of the bench.

The Council reserves the right to remove any bench which in its opinion is damaged or beyond economic repair.

Donation of Trees

Upon receipt of the donation the Town Council will supply and plant the chosen species of tree and protect with the tree guard. Plaques shall be secured by a central pointed fixing to the tree guard. The tree shall become the responsibility of the Town Council to maintain.

The inscription on the plaque is to be restricted to "In (Loving) Memory of" the name of the person and the dates of birth and death.

Donation of Planter – Trial scheme

Upon receipt of the donation the Town Council shall supply, install and plant the planter as close as possible to your preferred location. Plaques shall be secured by a central pointed fixing to the planter. The planter shall become the responsibility of the Town Council to maintain.

The inscription on the plaque is to be restricted to "In (Loving) Memory of" the name of the person and the dates of birth and death.

The Council reserves the right to remove any planter which in its opinion is damaged or beyond economic repair.

Process

Once an application has been received and location agreed, the Town Council shall arrange for the purchase and planting/installation of the preferred dedication.

The Council accepts no liability for damage to any memorial benches, trees or shrubs from vandals, third parties or whilst the Council carries out routine maintenance in the park.

The Council will not grant applications for memorial benches to pets.

No additional mementoes e.g. vases, statues, flowers, wreaths, balloons or other ornamentation etc., shall be permitted on or around the bench. These shall be removed without reference to the original applicant.

Payment

Payment is required with every completed application form. The application form will be sent out once the type of memorial and location has been agreed. Cheques should be made payable to Newbiggin by the Sea Town Council.

Conditions

Newbiggin by the Sea Town Council reserves the right to plant trees, install benches/planters or place memorial plaques where suitable, but will where appropriate accommodate requests.

Once planted/installed, the tree/bench/planter cannot be repositioned or removed from the site. However, should a tree or bench become unsafe, Newbiggin by the Sea Town Council reserves the right to remove immediately in the interest of health and safety until repairs or replacement can take place.

Newbiggin by the Sea Town Council will maintain responsibility for the dedication and associated plaque in perpetuity. This will include any preservation, treatment, repair works and replacement of the memorial where required due to fair wear and tear or vandalism.

The Council reserves the right to remove any bench/tree/planter which in its opinion is damaged or beyond economic repair.

The costs of the dedication scheme will be reviewed by the Council annually.

Adopted by Council