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

13 January 2021

Dear Councillor

You are requested to attend a meeting of the **Newbiggin by-the-Sea Town Council** to be held at 7.00 pm on **Wednesday 20 January 2021 via Zoom**.

AGENDA - PART I

1. **Apologies for absence**
2. **Minutes** of the previous meeting held on 18 November 2020.
3. **Minutes** of the Finance Committee meeting held on 16 December 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. **Dispensation for Members and Property Tax Base for setting the Precept**
6. **Budget for 2021-22**
7. **Precept for 2021-22**

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 Any Reports referred to are enclosed for members and officers only and marked "Not for Publication".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

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 employee contractual and financial information.

8. **Enhanced Services Contract - Northumberland Neighbourhood Services**
9. **Children's Holiday and Leisure Schemes Contract – NCC**
10. **Large Grant Application**

11. **Allotment Association Lease Review**
12. **Promenade Safety Slipway Project**
13. **Disabled Access Toilet Refurbishment**

Yours faithfully

A handwritten signature in black ink, appearing to read "Dennis Earl".

Dennis Earl Town Clerk

NEWBIGGIN-BY-THE-SEA TOWN COUNCIL
Minutes of the Ordinary Meeting of the Town Council held on Wednesday 18th
November 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: 28 members of the public

C013/20. APOLOGIES FOR ABSENCE: None.

C014/20. MINUTES OF THE MEETING HELD ON 15 JULY 2020

RESOLVED that the minutes of the meeting held 15 July 2020 were agreed as a true record and would be signed out of meeting.

C015/20 Minutes of the Finance Committee held 12 August 2020

RESOLVED that: the minutes of the meeting held on 12 August be noted for information.

C016/20 Minutes of the Finance Committee held 28 October 2020

RESOLVED that: the minutes of the meeting held on 28 October be noted for information.

C017/20 Minutes of the Neighbourhood Plan Steering Group held 14 July 2020

RESOLVED that: the minutes of the meeting held on 14 July be noted and agreed.

C018/20 Minutes of the Neighbourhood Plan Steering Group held 8 September 2020

The Town Clerk updated that Officers had been able to progress the autumn phase of consultation which had been circulated through-out the parish and responses were currently being collated. Work was also progressing with the Neighbourhood Planning Consultant on getting the final stage of consultation, ahead of consulting on the draft plan, out. It was anticipated that the consultation would be distributed end of November/early December.

RESOLVED that: the minutes of the meeting held on 8 September be noted and agreed.

C019/20. DISCLOSURE OF MEMBERS INTERESTS: Cllr Burns declared a personal but non-pecuniary interest as a volunteer of Wansbeck Valley Foodbank.

C020/20 Conclusion of Annual Audit 2019/20

PKF Littlejohn LLP, the appointed external auditors, had reported completion of the review of the Town Council's Annual Governance and Accountability Return for the financial year 2019/20.

The External Auditor Report and Certificate 2019/20 duly signed was presented to the council and the Town Clerk as Responsible Financial Officer (RFO) drew Members attention to the section 2 exception which was the same matter addressed last year concerning the statement and restatement of the Box 8 value of cash for the year ending 31 March 2019 from £235,527 to £232,220.

The RFO explained that this had no material effect on the accounts and was as a result of omitting to change the amount for the previous year on the submission agreed in July and therefore technically the assertion 7 was incorrect in section 1. This was easily corrected on both documents which would then be published along with the Notice of Conclusion of Audit and placed on the web site.

RESOLVED that the Town Council:

- i) Note the External Auditor Report and Certificate.
- ii) agree the amendments to Box 8 and assertion 7.
- iii) publish the amended documents along with the Notice of Conclusion of Audit and the Report and Certificate for 2019/20.

C021/20 Public Conveniences near Cresswell Arms/Church Point Car Park

A communication had been received from Northumberland County Council Neighbourhood Services advising of its intention to proceed with demolition and remove the disused structure at the end of the month. Within that timescale they had asked that the Town Council consider whether to formally request an asset transfer.

Members had referred to the increase in visitor numbers in recent times and the need to provide further accessible facilities for the disabled. To make an informed decision Members had requested updated information in relation to the possible refurbishment of the toilet block.

In response to Members queries it was confirmed that the refurbishment scheme was specifically designed by the Architect to provide updated disabled access with the plans showing wheelchair accessibility; safety concerns and risk assessment would be addressed by any contractor before going on site and any matters within the highway were for the Highway Authority to address. Planning consent was not required for the refurbishment of the existing building.

The report and supplemental report set out the estimated ongoing annual revenue costs for operating the facilities including utilities; repair etc. and financial information relevant to the lowest tender agreed in 2019.

Northumberland County Neighbourhood Services have confirmed a contribution of £20000, its budget for demolition, towards the scheme if the asset transfer proceeds.

Northumberland County Planning had confirmed that the S106 Regeneration Fund receipts could be spent on this project.

There were sufficient balances held by the Town Council allocated for budget projects and regeneration contributions which could be used this financial year without any impact on the 3-Year Project Plan and no effect on the Precept. Schemes that will not be on site before March could be realigned in the Project Plan for early next year.

In the event of an asset transfer all responsibility and liability would transfer to the Town Council including cost of demolition of the building should that be necessary.

There is unlikely to be any suitable alternative site for public toilet provision for which planning permission would be required and possibly contested.

County Highways would need to establish what works, e.g. dropped kerbs; raised paving, would be required in the highway to facilitate wheelchair access or disabled parking.

The Council was required to consider the information and decide whether to pursue an asset transfer from the County Council and proceed with a refurbishment scheme.

A motion was moved from the Chair to accept the asset transfer, this was duly seconded. Members spoke for and against the motion.

A member proposed an amendment that the matter be deferred until a public consultation regarding the asset transfer of the toilets could be held with the community. The amendment was seconded and as provided in Standing Orders a named vote was requested.

FOR

Cllr L Burns
Cllr M Peden

AGAINST

Cllr M Boon
Cllr M Cholerton
Cllr A Thompson

ABSTAIN

The amendment was defeated.

The original motion was put to the vote as provided in Standing Orders a named vote was requested.

FOR

Cllr M Boon
Cllr M Cholerton
Cllr A Thompson

AGAINST

Cllr L Burns
Cllr M Peden

ABSTAIN

The motion was carried.

RESOLVED that the Town Council accept the asset transfer of the public conveniences near the Cresswell Arms/Church Point Car Park.

C022/20 Notice of motion

Councillor Burns moved the motions as set out in the agenda with an amendment to the wording of part ii):

RESOLVED unanimously that:

- i) In view of the ongoing difficulties for local families the Town Council make a further donation of £1000 to the Wansbeck Valley Foodbank for use in supporting eligible Newbiggin families
- ii) The Town Council fund the provision of a selection box and a small gift to the children of Newbiggin via Grace Darling Campus to lift spirits in these challenging times to the amount of £2000.

C023/20 Exclusion of Press and Public

RESOLVED that: under Section 1(2) 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 exempt information

C024/20 Training Request

Following completion of the Certificate of Higher Education in Community Governance, the Deputy Town Clerk expressed her interest in studying the Foundation Degree in Community Governance (Level 5) which was a two-year part-time distance learning programme provided by Society of Local Council Clerks and De Montfort University with the expectation to attend three x 24-hour residential study days during your study year. The academic year runs from 1st Feb to 31st October.

Studying for the Foundation degree would bring the following benefits to Newbiggin by the Sea Town Council;

- The focus of study would be on the community of Newbiggin and the organisation of Newbiggin by the Sea Town Council,
- Personal and professional growth, including boosting self-confidence and the confidence Councillors and the public have in the work of the Council, and
- Enabling the Council to be better prepared for future challenges and opportunities.

RESOLVED that the Town Council:

(i) set up a Training Agreement to cover 50% of the training fees for the Level 5 course on the basis that if the employee leaves within a year of completing the qualification they reimburse the council in full, in the 2nd year reimburse 75% of the council paid cost, in the 3rd Year 50% of the cost, 4th Year 25% of cost 5th year 0%.

The employee agreed to pay the remaining 50% of the fees and cover the cost of study materials.

(ii) Allow the three residential days to be taken in work time.

The meeting closed at 7.45.

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

NEWBIGGIN BY THE SEA TOWN COUNCIL

Minutes of a Meeting of the Finance Committee held on Wednesday 16 December 2020 at 7.00 pm at via Zoom.

PRESENT:

Councillors: A Thompson (Chairperson)
M Boon, L Burns (part), M Cholerton and M Peden.

Officer: D Earl – Town Clerk, E Brown – Deputy Town Clerk

Also present: Public: 4

FC16/20 APOLOGIES FOR ABSENCE

None.

FC17/20 MINUTES

RESOLVED that: the minutes of the previous meeting held on 28 October 2020 were approved as a true record and would be signed by the Chairperson out of meeting.

FC18/20 DISCLOSURE OF INTERESTS

No new interests were declared.

Cllr Burns joined the meeting.

FC19/20 BUDGET EXPENDITURE AND PROJECTIONS

Attached to the agenda as Appendix I was the current year Budget and expenditure to the end of month 7. While most expenditure takes place in the second half of the year there was a significant underspend to date and owing to the ongoing uncertainty of restrictions it was not possible to calculate the projected expenditure to the end of March.

Members were aware that there have been difficulties accessing appropriate officers developing schemes or obtaining contractors and estimates during this time meaning that while the schemes would progress and there may still be some expenditure before March that cannot be guaranteed.

It was suggested that this year Members assume that all Budget allocations will either be spent or committed and that under-spends for projects be carried forward to 2021-22 financial year. Actual under-spends from other budgets would accrue to balances as normal and be available to support the adjustment in the Property Base likely to equate to £8083.

RESOLVED that: the report be agreed with project allocations carried forward to 2021-22 where not fully spent in the current financial year.

FC20/20 3-YEAR PROJECT PLAN

Taking account of the budget expenditure and projections it was necessary to amend the 3-year Project Plan to take account of likely expenditure from allocations over the 3-year

period and seek to advance approved schemes. Expenditure in most cases would take place over 2 or 3 financial years as shown in Appendix II.

RESOLVED that: the revised project allocations set out in Appendix II be agreed.

FC21/20 – BUDGET PLANNING - DRAFT PROPOSALS

Considering the above reports, it was suggested that the next Budget for 2021/22 could remain similar to the present one with minor alterations to achieve an all-year-round enhanced service tailored to incorporate the desired enhancements in services with play area inspections and some dog control enforcement subject to agreement with the County Council.

Contractual matters would be considered at the January Council meeting but for the purpose of budget planning and recommendations the draft was attached at Appendix III for consideration.

The contribution from balances would almost certainly not be required in the current financial year so was available for 2021/22 with other balances to cover the Property Base adjustment and there will be no need to increase the Precept.

RESOLVED that: Members agree the draft Budget for recommendation to the Town Council.

The meeting closed at 7.09pm

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

BUDGET INCOME/EXPENDITURE REPORT

Appendix I

	Budget 2020.21	Expenditure To 30/10/20	Projected or carried forward Exp 03/21
ADMINISTRATION MANAGEMENT & SUPPORT			
Employees costs & contributions	74260	Redacted	74260
OFFICE/MEETING COSTS Utilities; Phone IT; Copier; Web	3000	1900	3000
Room Hire; Printing; Stationery; Postage	800	639	800
Equipment & Furniture	200	197	200
Insurances	1200	1080	1200
FEES & CHARGES Audit Fees; Subscriptions; Fees	6200	1706	6200
Publications; Publicity; Bank charges			
CIVIC & MEMBER EXPENSES	1350	0	1350
Civic and Councillors expenses;			
Training costs; Town Assembly			
ENVIRONMENTAL SERVICES Local & Enhanced Services (cleansing Bus Shelters; Public Seating; Memorials)	46389	0	46389
Play Areas Inspections; Floral Bedding			
ASSET REPAIRS AND REPLACEMENTS	27500	7977	27500
Bus Shelters; Play Areas; Public Seats;			
Public Waste Bins; The Bungalow; Office			
Facilities upgrade;			
ENVIRONMENTAL PROJECTS	10000	0	10000
Bay Town & Gateway			
TOWN IMPROVEMENT SCHEMES	20000	4259	20000

CAR PARKING IMPROVEMENTS AND SIGNAGE	8000	0	8000
PLAY PARK REFURBISHMENT AND UPGRADE	20000	00	20000
RECREATION & LEISURE			
Children's holiday and leisure schemes	18800	9140	18800
Christmas Lighting	16000	0	16000
GRANTS & SUBSIDIES			
Small Grants scheme	6000	1300	6000
Newbiggin Nipper service	2580	1170	2580
Newbiggin Food Bank	1000	1000	1000
Larger Grants and support: Music; Sports; Special events; community volunteering	10000	3000	10000
OTHER SERVICES			
Neighbourhood Plan	2500	3440	3440
Events Leaflet	<u>1200</u>	<u>00</u>	<u>1200</u>
	<u>277009</u>	<u>82812</u>	<u>2779496</u>
INCOME			
Precept		254981	254981
Rents		6375	16129
Grants		6910	6910
Bank interest		<u>260</u>	<u>600</u>
		<u>268526</u>	<u>278020</u>

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NEWBIGGIN BY THE SEA TOWN COUNCIL 3 YEAR PROJECT PLAN – Revised Allocations 2020-2023

Appendix II

Regeneration Schemes	Regeneration Fund	Town Council Budget and Balances	Regen Fund	Town Council Budget and Balances	Regen Fund	Town Council Budget	Regen Fund	Agreed Total Contributions
	2019/20	2019/20/21	2020/21	2021/22	2021/22	2022/23	2022/23	
	45428	156297	32955*	95928*	16500*	65000*	16500*	428607*
Promenade Safety/ Boat Ramp		31316	16477	14464				62257
Milburn Park/South Bay Regeneration								
Playground		20000		20000		20000		60000
Repair & Maint.		15000		15000		15000		45000
Beach Huts		35909	16477	14464				66850
Observation Platform		5000		10000	8250			23250
Bankside Boardwalk		5000		10000	8250	20000	16500	39750
Environment		10000				10000		20000
TC Banners		3500						3500
CCTV		25000						25000
Gateway Feature				12000				12000
			NCC ES					
Public Toilets	45428	5572	20000					71000

2019/20 BUDGET Draft Budget Recommendations		Appendix III
	2020/21 Budget	2021/22 Proposals
MANAGEMENT & SUPPORT		
Employees costs & contributions	74260	75950
Office/Meeting Costs		
Rates; Utilities; Phone; IT & Web site dev & maintenance	3000	3000
Room Hire; Printing; Stationery; Postage	800	800
Equipment & Furniture	200	200
Insurances	1200	1200
Fees & Charges		
Audit; Subscriptions; Newsletters; Bank charges	6200	4370
Civic & Members Expenses	1350	850
Civic; Remembrance; Training; Assembly		
	87010	86370
ENVIRONMENTAL SERVICES		
Local & Enhanced Service Delivery	46389	57760
Bus Shelters; Seating; Litter Bins; War Memorials		
Play Areas Inspections		
Floral Bedding displays		
Asset Repairs and Replacements	27500	33469
Bus Shelters; Play Areas; Public Seats; Litter Bins		

Accommodation; Facilities upgrade		
Environmental Projects		
Bay Town & Gateway	10000	10000
Town Improvement Schemes	20000	20000
Car Parking improvements and signage	8000	0
Play Park refurbishment and upgrade	20000	20000
	<u>131889</u>	<u>141229</u>
RECREATION & LEISURE		
Children's holiday and leisure schemes	18830	18830
Christmas Lighting	16000	13000
	<u>34830</u>	<u>31830</u>
GRANTS & SUBSIDIES		
Small Grants scheme (under 300)	6000	6000
Support Schemes:		
Newbiggin Nipper Service	2580	2580
Newbiggin Food Bank	1000	1000
Larger Grants and support:	10000	8000
Special events; Leaflets; Music; Sports;		
Youth & Adult; Community Volunteering		
	<u>19580</u>	<u>17580</u>

OTHER SERVICES		
Neighbourhood Plan	2500	0
Events Leaflet	1200	0
	<u>3700</u>	<u>0</u>
BUDGET TOTAL	<u>277009</u>	<u>277009</u>