



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

**76 Front Street
Newbiggin by-the-Sea
Northumberland NE64 6QD
Tel: 01670 851833
11 March 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 17 March 2021 via Zoom.**

AGENDA - PART I

1. **Apologies for absence**
2. **Minutes** of the previous meeting held on 20 January 2021.
3. **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.
4. **Diary of Meetings**
5. **Asset Register**
6. **Payments update and report on Budget Income and Expenditure**
7. **Risk Assessment**
8. **Grant applications**
9. **Hosting Member e-mails and Protocol**
10. **Project Plan 2021-24 and Partnership Development**
11. **Notice of Motion**

Councillor Burns to propose that:

In recognition of the many years of voluntary service to the community through the establishment and successful operation of the Newbiggin by the Sea Boxing

Club the Town Council posthumously award The Freedom of the Town of Newbiggin by the Sea to Ray Scott.

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 Any Reports referred to are enclosed for members and officers only and marked "Not for Publication".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

12. Employment Matters

Yours faithfully



Dennis Earl Town Clerk

NEWBIGGIN-BY-THE-SEA TOWN COUNCIL
Minutes of the Ordinary Meeting of the Town Council held on Wednesday 20th January
2021 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: 4 members of the public

C025/20. APOLOGIES FOR ABSENCE: None.

C026/20. MINUTES OF THE MEETING HELD ON 18 November 2020

RESOLVED that the minutes of the meeting held 18 November 2020 were agreed as a true record and would be signed out of meeting.

C027/20 Minutes of the Finance Committee held 16 December 2020.

RESOLVED that: the minutes of the meeting held on 16 December be noted and agreed.

C028/20. DISCLOSURE OF MEMBERS INTERESTS: Cllr Boon declared a pecuniary interest as a tenant of the Newbiggin Allotment and Small Holders.

C029/20. Dispensation for Members and Property Tax Base for setting the Precept.

The Town Clerk explained the position relating to the involvement of members of the Council with local property interests taking part in the setting of the Precept and recommended that the precaution of issuing dispensations be taken as had been done in previous years. The Property Tax Base figure notified by the County Council would be 1424.03 for Band D equivalent properties, a reduction of £46.58.

RESOLVED that the dispensation be agreed.

C030/20. Budget for 2021-22

The scheduled recommendation from the Finance Committee was noted.

RESOLVED that: the recommendation be approved and a budget of £277,009, as set out in the Appendix 3, be agreed.

C031/20. Precept for 2021-22

The Town Clerk explained the effect of the reduction in the Property Base and that in order for there to be no increase in the amounts paid by precept payers a larger contribution was required from Balances.

RESOLVED that: a contribution of £30,111 be made from balances towards the 2021-22 Budget and the Precept be agreed at £246,892 which would ensure no increase in precept payments by local residents

C032/20. 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 disclosure of exempt information.

C033/20. Enhanced Services Contract - Northumberland Neighbourhood Services

As agreed at the Finance Committee the Budget and Precept for 2021/22 remain more or less the same but with scope to look to introduce a year-round Enhanced Service provision based on one full-time (52 weeks less holiday) and one part-time (26 weeks less holiday).

It had been hoped that the service could incorporate a dog enforcement aspect, but County would not agree other than a full-time appointment or part-time with another authority when possible at enhanced rates.

Play Area weekly inspections would be included following appropriate training of the new officer. Seasonal planting would have to remain a separate service for Neighbourhood Services ground staff.

The day-to-day operation of the intended disabled toilet facilities at the Cresswell Arms would be incorporated following the asset transfer process.

The winter months had shown an increasing visitor footfall and need for improved cleansing and attention to the promenade which County are not adequately providing. Other areas of the town could be considered along with the regular list and schedule of enhanced works.

Four options were provided by Neighbourhood Services to employ one full-time operative all year and one operative over the summer months. While costed at similar amounts the options provide for split weeks overlapping and providing weekend cover at enhanced rates. It was considered that Option 3 provided the most available hours and best value with arrangements put in place with Neighbourhood Services as set out in the report.

RESOLVED that the Town Council agree to an Enhanced Services contract for 2021/22 based on option 3 at the cost set out in the schedule.

C034/20. Children's Holiday and Leisure Schemes Contract – NCC

Members are aware of the difficulties in delivering the expected programme in the community throughout the past year owing to the restrictions arising from the Covid-19 pandemic which will continue well into 2021.

Attached as Appendix 2 to the Clerks report was the report from the Sports Development

Officer at NCC Active Northumberland giving the breakdown of current year activities and plans for 2021/22.

RESOLVED that the Council agree to proceed as outlined in the Appendix and review matters later in the year.

C035/20. Large Grant Application – Newbiggin by the Sea Salvation Army

A large grant application had been received from Newbiggin by the Sea Salvation Army (SA) requesting the amount of £500 as contribution towards a refurbishment of the Community Hall on Vernon Place.

A mix of activities take place at the Community Hall including a Lunch Club, Ladies Fellowship, Parent& Toddler Group and Keep-Fit activities. The Hall is also available for other community activities and family occasions. Regular activities are hoped to resume in 2021 when Covid-19 restrictions are eased. The proposed improvements will ensure the continuation in providing a welcoming, good quality facility for the use of the community. The SA Community Hall is grade II listed and requires a good quality, on-going maintenance program to keep the building in good condition. On-going and general improvement works are met through Church funds and fundraising but occasionally when larger works are required, such as the proposed work, it requires the SA to seek grant assistance. The proposed project includes:

- ☐ Installation of 2 bespoke internal cupboards at Community Hall,
 - ☐ Laying sandstone paving to yard area to the front of the Community Hall, and
 - ☐ Internal and External Decoration of Community Hall
- With total project costs £5795 (a breakdown was provided).

Grant funding had been secured to the amount of £5000 from other sources and the SA intend to self-fund £295. The SA note they are currently funding substantial costs for repairs to the rear of the Community Hall due to water penetration.

Newbiggin by the Sea Salvation Army submitted in support of their application:

- ☐ An income and Expenditure statement,
- ☐ A copy of their constitution, and
- ☐ Quotations for the works

RESOLVED unanimously that the Council support the grant with an amount of £500.

C036/20. Allotment Association Lease Review

Cllr Boon having declared an interest did not take part in this item.

As advised under the terms of the Lease the rent review is scheduled every three years and is due now. In view of recent difficulties at the Association and the impact of the ongoing Covid-19 restrictions it was suggested that the rent review be deferred.

The current rent had risen in each of the last three years and it was suggested that the current figure be specified as the rent for the current year and review period.

RESOLVED that the current rent review be deferred and the annual rent of £5700 be applied for the review period.

C037/20. Promenade Safety Slipway Project

Following further design and consultation with stakeholders by County Technical Services (Flood and Coastal Erosion Risk Management) throughout the past year attached at Appendix 3 to the Clerk' report was the progress report and letter of intent setting out the likely timeframe for the site works during the Spring.

The Town Council had driven this project in the interests of public safety and disabled accessibility for regeneration purposes and had a combined contribution of £62257 set aside in the Project Plan with £31316 available for expenditure in the current financial year from Balances and £16477 from the next phase of regeneration funds still to be released by County Planning following other expenditure.

Town Council have been pressing consistently for progress to get this project on site and Technical Services had requested payment of the current year's contribution before the end of the financial year i.e., 31 March. The Town Council Balances were particularly high owing to delayed spending on projects and expenditure could be released subject to confirmation that expenditure will be on construction costs only for this project.

RESOVLED unanimously that payment of the above contributions to the County Council be approved for 2020/21 and 2021/22 for construction costs only.

C038/20. Disabled Access Toilet Refurbishment

The builder that provided the previous lowest tender for the original refurbishment scheme accepted two years ago had confirmed in writing that he will stand by that tender price subject only to the increase in materials that are now quantified by his Quantity Surveyor at £5,400 giving a revised tender of £76,527.

That took into consideration the plans revised by the Architect to provide a best quality 'Changing Places' standard for the severely disabled which slightly modify the layout but excluded the specialist equipment to fit out for that purpose which was anticipated to be in the region of £12,000 for the hoist; adult folding changing table; etc.

Members had considered the opportunity to provide the best standard service possible as part of the refurbishment and take account of the needs of the severely disabled with those costs being met from Balances.

The completion of this project will depend on the date when the County Council agree the asset transfer of the Cresswell Arms Toilet Block and authorise site occupation which should be in March.

As provided in Standing Orders, a named vote was requested.

For	Against	Abstain
Boon	Burns	Peden
Cholerton		
Thompson		

RESOLVED that the Town Council agree:

- i) Acceptance of the revised scheme incorporating good quality disabled access requirements as shown on the Architects plan 162(20)-01 and 02 Revision A;
- ii) Acceptance of the revised tender from J Tait Building and Roofing Ltd and an order be placed to commence on site as soon as the asset transfer from the County Council is confirmed;
- iii) To authorise officers to arrange suitable fittings to assist use by the severely disabled as recommended by 'Changing Places' standards with those costs being met from Balances.

The meeting closed at 8.10.

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

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33	Stone Planters	2017	2	At Pit Wheel		In highway verge	800
34	Basket Swing	2017	1	Atlee Park	Good	Yes - fenced	2918
35	Picnic Tables	2017	4	Church Point	Good	Public areas	3244
36	Public Seats	2017	4	Promenade & Milburn Park	Good	Public areas	1
37	Litter Bins	2017	30	Various sites around town	Good	In highway	7890
38	Headland access footway	2017	1	Church Point	Good	Public area	9843
39	CCTV Camera	2017	1	Skate Park	Good	Yes - fenced	2297
40	Floodlights	2017	8	Skate Park	Good	Yes - fenced	20650
41	Bus Shelter	2017	1	Spital	Good	In highway	7742
42	Office furniture	2017	2	Council Office	Good	Secure office	956
43	Office CCTV	2017	2	Council Office	Good	Secure office	1
44	Computer & backup	2017	2	Council Office	Good	Secure office	845
45	Public seat	2018	1	Promenade	Good	Public area	1
							265,607
46	Laptop computer	2018	1	Council Office	Good	Yes	600
47	Play Equipment – Birds Nest Swing	2018	1	Central Park		Public area	1690
48	BLOQX	2018	1	Central Park		Public area	4960
49	Multi-spin Carousel	2018	1	Central Park		Public area	3980
50	Spinner	2018	1	Spital Burn		Public area	470
51	Litter Bins	2018	12	Various locations	Good	Public areas	3682
52	Fire Extinguishers	2018	4	Bungalow & Office	Good	Secure premises	352
53	Bus Shelter	2019	1	East Lea	Good	In highway	5774
54	Public Seats	2019	3	Various locations	Good	In highway	3
							287,118
55	Play Equipment – Pirate Ship	2019	1	Atlee Park	Good	Public area	15315
56	See Saw	2019	1	Atlee Park	Good	Public area	2625
57	Springers	2019	2	Atlee Park	Good	Public area	870
58	Diggers	2019	2	Atlee Park	Good	Public area	2805
59	Public Seats	2019	3	Promenade Milburn Park	Good	Public areas	3

60	Christmas Light Features	2019	3	Depot	Good	Yes	1443
61	Bus Shelter	2020	1	Front Street	Good	In highway	7000
							317,179
62	Tiered Planters	2021	4	Front Street	Good	In highway	724
63	Public Seats	2021	4	Varioius locations	Good	In highway	4
64	Litter Bins	2021	4	“ “	Good	In highway	1050
							318957

Newbiggin by the Sea Town Council Current Year
Cashbook 1
Current Bank A/c

Third Quarter Payments for months 7 -9

Payee Name	Reference	£ Total Amnt	£ VAT	A/c	Centre	£ Amount	Transaction Detail
05/10/2020 Barclays Bank	£ CS	8.7			4090 110	8.7	Commission Charges
06/10/2020 Shavings and Splinters	101363	1490			4520 210	1490	Office alterations
06/10/2020 Newbiggin Maritime Centre LTD	101364	300			4810 400	300	Donation
09/10/2020 BT	[69.6	11.6		4170 110	58	Voip bill
15/10/2020 Morpeth Welding LTD	101365	1102	183.6		4405 210	918.4	bin/bus shelter repairs
15/10/2020 NCC	101366	9140			4700 300	9140	Leisure Partnership
19/10/2020 EON	[34.8	1.66		4260 110	33.14	Electric
20/10/2020 EON	[13.76	0.66		4260 110	13.1	Gas
23/10/2020 Roam	101367	720	120		4850 420	600	Distribution
25/10/2020 Siemans Finance	[261.6	43.6		4160 110	218	Lease rental
25/10/2020 Siemans Finance	[34.39	5.73		4160 110	28.66	Asset protection charge
27/10/2020 NCC	101368	5943.15	2.5		4091 110	12.5	Payroll mth 6
04/11/2020 Barclays Bank	DD	14.55			4090 110	14.55	Commission charges
09/11/2020 BT	DD	69.6	11.6		4170 110	58	VOIP BILL
10/11/2020 NCC	101369	584.81			4830 410	584.81	Newbiggin Nipper
11/11/2020 Warm Protection Limited	101370	1352	225.33		4405 210	1126.67	The Bungalow
12/11/2020 Smart Pensions	DD				4040 110		Pension contributions
13/11/2020 PKF Littlejohn LLP	101371	960	160		4100 110	800	External Audit
16/11/2020 SLCC	101372	747.5			4082 110	747.5	CG Level 4 payment 4
16/11/2020 EON	DD	34.32	1.63		4260 110	32.69	Electricity
17/11/2020 United Carlton Office Systems	101373	12.27	2.04		4160 110	10.23	Copier Charges
18/11/2020 EON	DD	33.61	1.6		4260 110	32.01	Gas
20/11/2020 SLCC	101374	315			4082 110	315	CG Level 5 Deposit
20/11/2020 D & M Fencing Ltd	101375	288	48		4720 300	240	Christmas Tree Fencing
20/11/2020 Wansbeck Valley Foodbank	101376	1000			4820 400	1000	Donation

20/11/2020	Grace Darling Campus	101377	2000		4820	400	2000 Wellbeing gifts - Covid-1
24/11/2020	Amazon	101378	12.54	2.09	4140	110	10.45 Envelopes
24/11/2020	Post Office Ltd	101378	18.24		4150	110	18.24 Postage
25/11/2020	Elveden Farms Limited	101379	1800	300	4720	300	1500 24ft Nordman Fir
01/12/2020	Jo-Anne Garrick Ltd	101380	900				
03/12/2020	Widescope Web Design	101381	131.76		4850	420	900 Consultancy Fees
07/12/2020	NCC	101382	10	21.96	4190	110	109.8 Office 365 subscription
07/12/2020	Barclays Bank	DD	12.7	2.5	4091	110	12.5 Payroll Mth 8
09/12/2020	BT	DD	70.32		4090	110	12.7 Charges
10/12/2020	Smart Pension	DD		11.72	4170	110	58.6 VOIP BILL
13/12/2020	Trylight Productions	101383	1400		4040	110	Pension contributions
				233.33	4720	300	1166.67 Projections of Christmas Video
14/12/2020	Sound Ideas Media	101384	100		4720	300	100 Editing of Christmas Vide
16/12/2020	Barcham Trees	101385	666	111	4610	220	555 Dedication Trees
17/12/2020	EON	DD	33.83	1.61	4260	110	32.22 Electricity
17/12/2020	Abacus Playgrounds	101386	1918	319.8	4405	300	1598.2 Abacus Playgrounds
18/12/2020	ICO	DD	35		4120	110	35 FEES
18/12/2020	EON	DD	20.86	0.99	4260	110	19.87 Gas
22/12/2020	NCC	101388	10	2.5	4091	110	12.5 Payroll Mth 9
22/12/2020	Phillips Design LTD	101389	2004	334	4850	420	1670 Neighbourhood Plan Prin
23/12/2020	Post Office	101390	13.8		4150	110	13.8 Postage
23/12/2020	Asda	101390	5.98	1	4140	110	4.98 Stationary
30/12/2020	Smart Pensions	DD			4040	110	Pension contributions

Newbiggin by the Sea Town Council Current Year 2020-21
Detailed Income & Expenditure by Budget Heading 31/12/2020

Months 1- 9	Cost Centre Report		
	Actual Year	Annual	
	To Date	Budget	
100 Income			
1076 Precept	254981	254981	
1090 Income -Interest	268	0	
1100 Income - Donations	40000	0	
1105 Income - Grants	6910	0	
1110 Income - Rent Bungalow	6737	0	
1130 Income - Dedication Donations	2499	0	
1200 Income - other	173	0	
Income :- total	311205	254981	
Movement to Gen Reserve	311205		
			% Spent
110 Administration		87010	
4000 Staff Salary			
4030 PAYE and NI		Redacted	60.35%
4040 Pension			
4080 Training			
4082 SLCC Community Governance			
Fees & Charges	3068	6200	49.50%
4090 Bank Charges	84		
4091 Payroll Processing	113		
4100 Audit Fees	1138		
4105 Accounts Software	387		
4110 Professional Fees	536		
4120 Subscriptions & Memberships	810		
4130 Insurance	1080	1200	90%
Office & Meeting Costs	2751	4000	68.75%
4140 Stationery	35	800	
4150 Postage	78		
4160 Printing	464		
4170 Telephone & Broadband	510	3000	
4180 Website	240		
4190 IT	644		
4200 Room Hire	120		
4250 Newsletter	0		
4260 Utilities	463		
4210 Equipment & Furniture	197	200	98.30%
4225 Civic & Councillor expenses	0	1350	0%
4226 Councillor Training	0		
4228 Town Assembly	0		
4230 Remembrance	0		
Gen Administration :- Ind Exp	6899	12750	52.56%
Movement from Gen Reserve	-6899		

Environmental Services		131889	
2 0 Local & Enhanced Service			
44 0 Enhanced Partnership	(3,883)	36120	
44 0 Play Area Inspections	3316	3416	
44 0 Floral Bedding Displays	6711	6153	
Local & Enh Service :- Ind Exp	(3,883)	45689	13.45%
Movement from Gen Reserve	-6144		
210 Asset Repairs & Replacements		27500	
4405 Repairs & Maint	3160	11500	
4415 Public seats	2083		
4416 Bus Shelters	0		
4420 Litter Bins	1105		
4500 Play Areas	2858		
4510 Accomodation	6	1000	
4520 Facilities Upgrade	1490	15000	
Asset Repairs & Replacements :-	10702	27500	38.90%
Movement from Gen Reserve	-10702		
220 Environmental Projects			
4600 Bay Town & Gateway	0	10000	0.0%
4610 Town Improvement Scheme	4814	20000	24.00%
4620 Car Parking Improve / Signage	0	8000	0.0%
4640 Milburn Park	179	20000	0.9%
Env Projects :- Indirect Exp	4993	58000	8.60%
Movement from Gen Reserve	-4993		
300 Recreation & Leisure		34830	
4700 Children's Holiday & Leisure	9140	18830	48%
4720 Christmas Lighting	3007	16000	18.80%
Recreation & Leisure :- Ind Exp	12147	34830	34.80%
Movement from Gen Reserve	-12147		
400 Grants		19580	
4810 Small Grants (under 300)	1300	6000	21.70%
4820 Larger Grants	6000	10000	60%
Grants :- Indirect Expenditure	7300	16000	45.60%
Movement from Gen Reserve	-7300		

410 Support Scheme			
4830 Newbiggin Nipper Service	1754	2580	68.00%
4840 Newbiggin Food Bank	1000	1000	100.0%
Support Scheme :- Indirect Exp	2754	3580	77.00%
Movement from Gen Reserve	-2,754		
420 Other Services	(-6910)	3700	
4850 Neighbourhood Plan	6010	2500	64.00%
4860 Events Leaflets	0	1200	0.0%
Other Services :- Indirect Expendi	6010	3700	56.60%
Movement from Gen Reserve	-6010		
Grand Totals:- Income	311205	254981	122.00%
Expenditure	109460	271059	40.40%
Net Income over Expenditure	201746		
Movement to/from Gen Reserve	-201746		

**NEWBIGGIN BY-THE-SEA TOWN COUNCIL
RISK ASSESSMENT AND MANAGEMENT 2021**

	Risk	Level	Control (<i>and agreed improvements</i>)
Assets	Protection of physical assets	L	Arrangements for inspection and maintenance regime in place through Local Service Agreements and local contractors for assets transferred.
	Security of buildings, equipment etc	L	Office leased at 76 Front Street, with nominal maintenance charge only, alarm controlled door entry and CCTV operating. Desk computer and printer installed in office with back up off site. Lap top computer secure with Town Clerk. The Bungalow security locks, shutters and alarms in place and maintained with CCTV operating.
	Maintenance of buildings, equipment etc	L	Repair/maintain as required from budget.
	Allotment Sites	L	25 year Lease in place with Association managing and maintaining sites. Rent review deferred for current period. Previously phased increases agreed. Public liability cover.
	Seasonal Lighting	L	Equipment stored tested and erected by specialist certified contractors.
Finance	Banking	L	Accounts in place with Barclays Bank requiring 2 out of 4 member signatories, to be reviewed following elections. Precept received from NCC 2 instalments. Bank charges and nominal interest earned on short-term deposit pending project decisions.
	Risk of consequential loss of income	L	Nominal income throughout year, contributions and rent from leases paid into bank.
	Loss of cash through theft or dishonesty	L	Very little cash handled and cheque payment encouraged. Nipper transport pass nominal

			income banked after receipt but waived this year owing to Pandemic impact. Fidelity guarantees cover up to £5,000 cash.
	Financial controls and records	L	Revised Financial Regulations implemented 01/04/18 and reviewed. Regular bank reconciliation and budgetary control reports prepared by Clerk. Reports to Council/ Finance Committee and voluntary publication on-line of payments. Two members' signatures on cheques. Expenditure approved by Council or Town Clerk within budget under delegated powers. Internal and external audit satisfactorily completed each year.
	Comply with Customs and Excise Regulations	L	VAT payments and claims calculated by Clerk. Open to inspection by members, internal and external auditor to provide double check.
	Sound budgeting to underlie annual precept	L	Councillors receive detailed budget information by December. Budget and Precept developed with input from Mayor and Chairperson; Finance Committee; agreed at January Council. Income & Expenditure against budget considered by Finance Committee.
	Complying with borrowing restrictions	L	No borrowing at present.
Liability	Risk to third party, property or individuals	L	Public Liability, buildings, financial loss, officials' indemnity insurance in place. Cover of up to £10m.
	Legal liability as consequence of asset ownership	L	Allotment sites covered by existing arrangements. Transferred assets public seats; litter bins; bus shelters; play areas covered as above.
	Libel and Slander	L	Members and Officers - standard cover incorporated in public liability £10,000,000. Statements on behalf of TC to be checked with Clerk or Chair and seek to omit names.

	Officials Indemnity	L	Cover for Members and Officers for any negligent act, accidental error or omission committed - standard cover up to £500,000.
Employer Liability	Comply with Employment Law	L	Advice sought from Local & National Association of Local Councils when required. Earmarked contingency fund for solicitors advice. Existing insurance cover up to £10m.
	Comply with Inland Revenue requirements	L	Officer's salaries declared to HMRC, PAYE conducted through NCC Payroll. Internal auditor carries out annual checks and reconciliation.
	Safety of Staff and visitors	L	Property repaired as required. Low level of visitors to Town Council office. Entry control system in place and to be developed. Reception screen installed as consequence of Pandemic restrictions and office closure to public.
Legal Liability	Ensuring activities are within legal powers	L	Officers clarify legal position on any new proposal. External legal advice to be sought when necessary.
	Proper and timely reporting via the Minutes	L	Council meets monthly with regular Finance and Grant committees with delegated powers. Minutes of meetings submitted to Council. Minutes circulated to Members and available to public – published at Office and on web site.
	Proper document control	L	Leases and legal documents held in office or at solicitors. Compliance with the General Data Protection Regulations, Freedom of Information scheme adopted.
Councillor Propriety	Registers of Interests and gifts and hospitality in place	L	Register of interest completed by Members and published on-line by NCC. Members to declare any gifts or hospitality (over £25 in value) as and when received. None received to date.

	Declaration of members' interests	L	Specific item on each agenda and advice available when necessary.
Councillor Propriety	Conduct	L	Code of Conduct adopted in line with County scheme and new declarations submitted to Monitoring Officer.
Town Plan Projects & Services	Local assets play areas; bus shelters; public seats; litter bins.	L	Local Service assets inspected and maintained through agreement with NCC now incorporated in Enhanced Services Partnership Agreement. Dedicated employees provided for summer months to undertake priority works to be extended to year-round.
	Public Toilets improvement of standards and availability	L	Disabled access improvement project agreed awaiting asset transfer.
	Leisure & community events	L	Events Calendar to be reviewed depending on relaxation of events and travel. Compilation for web site publication when possible. Publication and regional distribution of generic promotional leaflet to be considered.
	Floral bedding and planters	L	Incorporated in enhanced services.
	Environmental schemes	L	Small schemes being implemented.
	Play Park refurbishment	L	Scheme to relocate and refurbish Spital Burn/Milburn Park agreed and developed with NCC. Consultation underway and first phase contribution from County Council anticipated.
	Town-wide CCTV scheme	M	Scheme agreed to be implemented following acceptance of lowest tender; NCC Street lighting works necessary; delay owing to Pandemic restrictions..
	3-year Project Plan	M	Project Plan and contributions agreed. Schemes developed in association with NCC; Newbiggin Development Trust; Newbiggin Community Ventures

Neighbourhood Plan	Preparation of a Neighbourhood Plan for the whole Parish	L	Process through County Planning Authority and with support from Planning Officers. Steering Group oversaw process with public consultation. Planning Consultant appointed following grant receipt and developing draft. Reports to Town Council at appropriate points.
Business Continuity	Risk of Council not being able to continue its business due to an unexpected or tragic circumstance	L	While business has been conducted satisfactorily throughout Pandemic restrictions Council needs to develop and adopt a business continuity plan to cover wider risks as financial impact could be high.

This risk management assessment considered by the Town Council on 17 March 2021 and will be reviewed again within 12 months.

D Earl Town Clerk Newbiggin by-the-Sea Town Council March 2021

Report of the Deputy Clerk

Council 17th March 2021

Hosting Member Emails and Protocol

1. GDPR and Data Protection Act 2018 apply to automated personal data. At present Members have dedicated 'newbiggintowncouncil.gov.uk' email address that are available to the public on the Council website. These email addresses are linked to Members personal email accounts. This works for the receipt of emails but when responding to emails Members are responding from their personal email accounts.
2. Data protection imposes wide-ranging controls on the way in which information - 'personal data'- can be processed and used by controllers of personal data. The Town Council has a licence with Information Commissioners Office (ICO) and is classed as a Data Controller. Controllers shoulder the highest level of compliance responsibility – we must comply with, and demonstrate compliance with, all the data protection principles as well as the other UK GDPR requirements. We are also responsible for the compliance of our processor(s). The ICO and individuals may act against a controller regarding a breach of our obligations. As a council in the UK we must pay the annual data protection fee of £35.
3. Members are classed as processors when using Town Council email addresses for the receipt and sending of emails. Processors do not have the same obligations as controllers under the UK GDPR and do not have to pay a data protection fee. However, if you are a processor, you do have several direct obligations of your own under the UK GDPR. Both the ICO and individuals may act against a processor regarding a breach of those obligations.
4. However, as Members are not responding to emails using town council email addresses they cannot be classed as data processors but must be data controllers under which each member of the Council would be liable to pay the relevant licence fee annually.

RECOMMENDED that

- i. a suitable IT contractor migrates the existing Council email accounts to an exchange online for email hosting including the setting up of 8 new dedicated Councillor email accounts, a neighbourhood planning account, and a general account in time for the new council term to ensure compliance with the ICO requirements for the new council term in May 2021,
- ii. costs be met from the budget for Fees and Charges, and
- iii. Council conduct a review our GDPR and Data Protection polices to ensure that the Council as a corporate body, our Members and employees ensuring they each comply with the UK GDPR; protecting the personal data we handle; and ensuring all parties are clear about their role regarding the personal data that is being processed and can demonstrate this.

**Report of the Town Clerk
Council 17 March 2021**

1. Project Plan 2021-24 and Partnership development

- 1.1 Against a background of lockdowns, Pandemic restrictions and home working in most organizations for the past year there has been some progress in developing the Project Plan in line with the Town Council's expectations following last year's consultation.
- 1.2 While understandable in the national circumstances it is still disappointing that so few schemes are yet on site as anticipated although several should be during the Spring. There has therefore been little expenditure in the current financial year so the revised 3-year Project Plan shown in the Appendix contains the carry-forward of those current allocations. Members should also show ongoing commitment with future contributions from the Town Council up to 2024 to add match funding.
- 1.3 While work has continued with various partners to progress the regeneration of Milburn Park to include vastly improved play facilities; beach huts; accessible bankside boardwalk; observation platform all are at different stages of development with some requiring further grant contributions. These should accelerate throughout this year.
- 1.4 Recent support from Economy and Regeneration Service at the County Council and impending grant applications has focused attention on the need to formalise and strengthen local community arrangements. It is felt that the time is now right to build on recent joint working and support and commence the formation of a local partnership Coastal Community Team as encouraged by the Ministry of Housing, Communities and Local Government to continue to build on:

Enhancing the attractiveness and accessibility of public areas;

Providing increased community facilities;

Promoting the visitor economy;

Encouraging sustainable uses of heritage/cultural assets;

Creating links to support the growth and performance of the retail sector.

All of which fit well with the Town Plan and will be supported by and build on the Economic Plan developed by Newbiggin Community Ventures and County Regeneration and agreed as part of the Neighbourhood Plan process.

- 1.5 Newbiggin by the Sea has is an ancient coastal settlement and as a seaside town has a very strong coastal community and coastal economy which needs to be identified to external funders. There are Coastal Community Teams for the coastline areas of Amble, Berwick and Blyth. It is suggested that the Town Council lead on the formation of a CCT

with Newbiggin Community Ventures, Newbiggin Development Trust, Newbiggin Community Trust initially working with County Regeneration Service and subsequently look to bring on-board appropriate business interests and stakeholders.

RECOMMENDED that the Town Council:

- i) Agree the carry forward of project allocations and the extension of the 3-Year Project Plan 2021-24 as shown in the Appendix 1;
- ii) Confirm delegated authority to the Town Clerk to make payments of contributions to schemes as appropriate;
- iii) Confirm that the partnership working for the regeneration of Milburn Park and the town be accelerated with cross support of individual projects;
- iv) Agree the formation of a Coastal Communities Team as outlined in the report.

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