



Newbiggin by the Sea Town Council

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To Members of Newbiggin by-the-Sea Town Council; J Casey, T Roll, L Spratt, A Sutherland, G Woodman, J Woodman, and A Wootton.

You are summoned to the Annual Meeting of the Town Council to be held on Wednesday 7th May 2025 at 6:30pm at St. Bartholomew's Church Centre for the transaction of the business shown on the agenda below.

A handwritten signature in black ink, appearing to read 'L Lawson'.

Leanne Lawson
Town Clerk & Responsible Financial Officer
30th April 2025

OPEN SESSION

In line with Standing Order 3e members of the public are **prohibited** from asking questions, making representations, and providing information to the Council in respect of the business on the agenda or any other Town Council services at the Annual meeting.

BUSINESS TO BE TRANSACTED

- 1. To elect the Chairman of the Council and to receive the Chairman's Declaration of Acceptance of Office**
- 2. To elect the Vice – Chairman of the Council**
- 3. To receive apologies for absence**
- 4. To receive any declarations of interest from members:**

Members are invited to declare disclosable pecuniary interests and other interests in items on the agenda as required by the Newbiggin by the Sea Town Council Code of Conduct for Members and by the Localism Act 2011. Members are asked to review their completed Register of Interest forms to ensure that they are accurate and up to date.

- 5. To approve the minutes of previous meeting of the Town Council held on 16th April 2025.**

TownClerk@newbiggintowncouncil.gov.uk

6. **To receive committee minutes:**
 - 6.1 Environmental Committee held on 23rd April 2025
7. **To Review Meeting Times**
8. **Banking arrangements and authorisation signatories for 2025-26**
9. **Finance Governance Matters**
 - 9.1 To Receive the Asset Register for March 2025
 - 9.2 To approve the Risk Management Scheme for 2025 -2026
 - 9.3 To approve the Statement of Internal Control March 2025
10. **Review Standing orders and Financial Regulation**
11. **To note the General Power of Competence**
12. **To Consider and adopt the model policy 'Councillor – Officer Protocol'**
13. **To Review Co-Option Application Form**
14. **To appoint Members to Serve on Committee and Working Groups**
 - Finance & HR Committee (6 members)
 - Environmental Committee (5 members)
 - Climate Change working Group (4 members)
15. **Review of Representation on or work with External Bodies and arrangements for reporting back**
 - Northumberland Association of Local Councils
 - Newbiggin Freeholder Stints (4)
 - Borderland Place Programme (2)

Dates of next meetings being:

Ordinary Town Council– 11th June

Environmental Committee – 25th June

Ordinary Town Council – 09th July

Finance & HR Committee – 16th July

Report of the Town Clerk

AGENDA ITEM 1

To elect the chairman of the Council and receive the Chairman's Declaration of Acceptance of Office

The Chairman once elected signs a declaration of acceptance of office.

AGENDA ITEM 2 – To elect the Vice Chairman

The Chairman to receive nominations and declares the result. The Chairman must use their casting vote to break any deadlock.

AGENDA ITEM 3 – To receive apologies for absence

The Council should approve (or not) the reason for apologies given by absent councillors. If a council member has not attended a meeting of the council (or its committees) or has not tendered apologies which have been accepted by the council (or committee), for six consecutive months, they are disqualified. Apologies should be submitted to the Town Clerk in advance of the meeting and will be recorded in the minutes.

AGENDA ITEM 4 – To receive declaration of interests

Members and Officers are reminded of their obligations to declare interests in accordance with the Code of Conduct 2012. The Town Clerk will report any dispensation requests received. Where a matter arises at a meeting which relates to a councillor's interest, the councillor has the responsibility of declaring that interest in accordance with the adopted code of conduct.

AGENDA ITEM 5 - To approve the minutes of the previous meeting of the Town Council held on 17th April 2024.

AGENDA ITEM 6 – To receive Committee minutes: Environmental Committee held on 24th April 2024

AGENDA ITEM 7 – To Review Meeting Times

Members agreed to review the meeting times.

AGENDA ITEM 8 – Banking Arrangements and Authorisation Signatories for 2025/26

Members are recommended to endorse the continuation of the Current banking signatories: Cllrs L Spratt, A Sutherland, G Woodman and A Wootton, together with the Town Clerk.

RECOMMENDED: Members endorse the continuation of the current banking signatories with an additional signatory if required.

AGENDA ITEM 9 – Finance and Governance Matters

9.1 To Receive the Asset Register for March 2025

To receive the Asset Register for March 2025 The authority's asset register is required to be up to date on 31st March and include all acquisition and disposal transactions recorded in the cashbook during the year. The asset register is up to date, noting that Central Park addition in 2023-2024 will be added as a disposal once removed following damage for 2025-2026.

RECOMMENDED that the Asset register be updated to reflect the acquisitions and disposals throughout the financial year.

9.2 To Approve the Risk Management Scheme for 2025-26

To approve the Risk Management Scheme for 2025-26 The authority should confirm that it has carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.

RECOMMENDED that the Risk Management Scheme be approved.

9.3 To Approve the Statement of Internal Control March 2025

To approve the Statement of Internal Control March 2025. The authority should agree that it has maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.

RECOMMENDED that the Statement of Internal Control be approved.

AGENDA ITEM 10 – To Review standing orders and Financial Regulations

AGENDA ITEM 11 – To Note the General Power of Competence

The General Power of Competence was introduced in the Localism Act 2011. The Town Council does not meet the criteria of eligibility for exercising the GPofC. The power gives local council's "the power to do anything that individuals generally may do" as long as they do not break other laws. We do not have a qualified clerk, but we do meet the required number of councillors elected (7 out of 8).

RECOMMENDED: the Council confirm that they do not meet the eligibility criteria for exercising of GPofC.

AGENDA ITEM 12 – To Consider and Adopt the model policy 'Councillor – Officer Protocol'

To consider the model policy 'Councillor-Officer Protocol' endorsed by NALC and SLCC. Which is part of the Civility and Respect Campaign that Newbiggin Town Council have pledged too. This protocol helps the Town Council by establishing clear guidelines for the relationship between elected Councillors and appointed Officers, ensuring effective governance and smooth operations. This protocol strengthens council governance by clarifying roles, promoting professionalism, preventing conflicts, and ensuring accountability, boosting efficiency and public confidence.

RECOMMENDED: Members adopt the 'Councillor-Officer Protocol'

AGENDA ITEM 13 – To Review Co-Option Application Form

This form has been in place for some time and should be reviewed at least every 2 years going forward

AGENDA ITEM 14 - To appoint members to serve on Committee and Working Groups

- Finance & HR Committee – 5 (L Spratt, A Sutherland, G Woodman and A Wootton)
- Environmental Committee - 6 (J Casey, T Roll, L Spratt, A Sutherland, J Woodman and A Wootton)

AGENDA ITEM 15 - Review of Representation on or work with External bodies and arrangements for reporting back

- Northumberland Association of Local Councils (1 representatively currently G Woodman)
- Newbiggin Freeholder Stints (4 representatives currently T Roll, A Sutherland, G Woodman and A Wootton)
- Borderlands Place Program (2 representatives currently J Woodman and A Wootton) and Town Clerk.