



Newbiggin by the Sea Town Council

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To Members of Newbiggin by-the-Sea Town Council Finance and HR Committee; Cllrs J Casey, M Martin, L Spratt, A Sutherland, G Woodman, A Wootton.

Cc: Cllrs T Roll and J Woodman.

You are summoned to the meeting of the Finance Committee, to be held on Wednesday, 21st January 2026, at 6:30 pm in the Salvation Army Community Hall, for the transaction of business as shown on the agenda below.

A handwritten signature in black ink, appearing to read "Leanne", written in a cursive style.

Town Clerk and Responsible Financial Officer

14th January 2026

OPEN SESSION

In line with Standing Order 3e-j, members of the public may, at the invitation of the Chair, ask questions, make representations and provide information to the Council in respect of the business on the agenda or any other Town Council services.

BUSINESS TO BE TRANSACTED

1. To Receive Apologies for Absence

2. 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.

3. Approval of minutes of previous meetings

3.1 Minutes of the Finance and HR Committee meeting held on 19th November 2025

4. To Note correspondence confirming the revised Council Tax Base and that the 2026/27 Precept remains unchanged

5. Finance Statements and Reports

5.1 To Receive the Budget Monitoring Statements to the End of December 2025.

5.2 To Receive the Authorisation of Payments list to the End of December 2025.

5.3 To Receive Bank Reconciliation to the End of December 2025

6. Training

7. Consideration of Draft Display Screen Equipment (DSE) Eye Test Policy for Officers

8. To consider Small Grant Requests

8.1 Butokokan Judo Club