



**The Bungalow  
Woodhorn Road  
Newbiggin by-the-sea  
Northumberland NE64 6HG  
Tel: 01670 851833  
02 November 2017**

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

Dear Councillor

You are requested to attend a meeting of the **Newbiggin by-the-Sea Town Council** to be held at 7.00 pm at the St Bartholomew's Church Centre on **Wednesday 08 November 2017**.

Open Session at the invitation of the Chairperson to consider any questions from members of the public prior to the commencement of business limited to 15 minutes and to 3 minutes per person.

#### **AGENDA - PART I**

1. **Apologies for absence**
2. **Minutes** of the previous meeting held on 18 October 2017.
3. **Minutes** of the Grant Committee held on 18 October 2017
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. **Notice of Motion**

Councillor S Harrison to move: That Newbiggin by the Sea Town Council:

- a. Adopt the National Association of Local Council's template for a grant application form, appropriately adapted, to be used for grants above £300. To ensure compliance of Section 137 of the Local Government Act 1972 and The Local Government Transparency Code 2015
- b. The large grant application form and policy are published on the website to inform all community groups.

**Urgent Business (if any)** To consider such other business as, in the opinion of the Chairperson, should, by reason of special circumstances, be considered as a matter of urgency.

Yours faithfully

A handwritten signature in black ink, appearing to read 'Dennis Earl', is written over a faint, illegible printed name.

Dennis Earl Town Clerk