



Ashington Town Council
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ASHINGTON TOWN COUNCIL

Minutes of the Full Council Meeting held at 6:00pm on Tuesday 18 June 2019, at the Council Chamber, Town Hall, Station Road, Ashington.

PRESENT:

Councillors:

Mark Purvis (Chair)	Victor Bridges
Marjorie Chambers,	Avril Chisholm
Matthew Cuthbert	Stephen Fenwick
Brian Gallacher	Lynne Grimshaw
Lawrence Henderson	Jim Lang
Kris Lavery	Liam Lavery
Pauline Thompson	Tom Wilson

IN ATTENDANCE:

Mike Slaughter – Town Clerk & Responsible Finance Officer
Sharon Parmley – Senior Administration Officer
Members of the Public – 0

C19/839 1. APOLOGIES FOR ABSENCE.

Apologies for absence were received from Cllrs. Eleanor Armstrong, Nicola Chambers, Ken Parry and Bob Walkinshaw.

C19/840 2. DISCLOSURE OF INTERESTS.

There were no disclosures of interest from members present.

C19/841 3. MINUTES OF THE LAST MEETINGS.

- The minutes of the last meeting held on the 12 March 2019, were agreed and signed as a true record.
- The minutes of the last meeting held on the 7 May 2019, were agreed and signed as a true record.

C19/842 4. MATTERS ARISING FROM THE LAST MINUTES.

There were no matters arising from the minutes of the meetings held on 12 March and 7 May 2019.

C19/843 5. INTERNAL AUDIT REPORT.

The Town Clerk referred members to the full 2018/19 report of the Internal Auditor and Internal Control circulated for consideration and review. Members welcomed the detail and coverage of the report, carried out in accordance with the Audit Commission Act 1998 and the Code of Audit Practice issued by the Audit Commission and noted the Internal Auditor was satisfied that a robust system of financial and administrative management continued to operate effectively and efficiently and provided a sound audit trail.

The Town Clerk reported that the Internal Auditor had also concluded his full and detailed verification work in relation to the review of the Asset Register and Risk Assessment Register as at 31 March 2019 and had signed off the full Internal Audit report as required by Part 3 of the Annual Governance and Accountability Return 2018/19.

The Leader of the Council noted that further to the conclusion of his work in relation to risk management, the Internal Auditor had recommended to the Council that members should be undertaking training relating to their employer role and should also review policies and procedures relating to human resources for inclusion in the risk management assessment. The Leader of the Council reminded members that he had already put plans in place for a member training programme during 2019/20 and that the Council had already agreed to review the risk register in full.

Cllr.Grimshaw, as Chair of Finance and General Services Committee welcomed the Internal Audit report and recommended acceptance and approval to the Council.

Resolved:

That:

- (i) The Internal Audit Report for the Financial Year 2018/19 be formally accepted and approved,**
- (ii) The Internal Auditor recommendation regarding training in the employer role, duties and responsibilities be duly considered as part of the Council's ongoing training programme for elected members,**

- (iii) The policies and procedures relating to human resources be reviewed and included in the risk assessment and annual review; and that**
- (i) The services of Mr Peter Basnett as the Town Council's Internal Auditor be retained for the Financial Year 2019/20.**

C19/844 6. ANNUAL GOVERNANCE STATEMENT & ACCOUNTING STATEMENTS 2018/19.

The Town Clerk presented in detail the Annual Governance Statement and Accounting Statements for 2018/19. Members commented on the wide range of 2018/19 projects and work that had been successfully delivered and managed within budget.

Cllr.Grimshaw thanked the Town Clerk for the presentation and information provided and also for the clarity of the regular financial reporting throughout the year.

The Town Clerk outlined to members the proposed and planned use of the General Reserve balance as at 31 March 2019 and stressed the importance of recognising the need for the retention of an adequate working balance for major forthcoming projects in 2019/20 including the People's Park Pay Area and the contribution to the major Hirst Park Renewal Project.

Members were informed that the projected General Reserve Provision, after the known planned use of the reserves, was expected to be in the region of £207,965 representing 27.4% of the current 2019/20 precept level of £759,800.

Cllr.Grimshaw, as Chair of Finance and General Services Committee welcomed the Internal Audit report and recommended acceptance and approval to the Council.

Resolved:

That:

- (i) The Annual Governance Statement for 2018/19 (Section 1 of the Annual Return) be formally approved,**
- (ii) The Accounting Statements for the year ended 31 March 2019 (Section 2 of the Annual Return) be formally approved; and that**

**(iii)The use of the Town Council's General Reserve Balance
as at 31 March 2019, be agreed as follows:**

	£
- Elections Provision (Main Elections 2021)	7,500
- Provision for Replacement of Christmas Features	5,000
- Office IT Replacement Programme	10,000
- Play Area Development – People's Park	60,000
- Play Area Development – People's Park NCC S106	45,840
- Town Hall Service Charge – Provision	15,000
- Hirst Park Renewal Project	43,800
- Environmental Enforcement Officer SLA	19,800
- Purchase of ANPR Cameras – Northumbria Police	15,000
- NCC Community Clean Up Grant	4,500
- General Reserve Provision	<u>207,965</u>
<u>Reserves Balance as at 31 March 2019</u>	<u>434,405</u>

C19/845 7. DATE, TIME AND VENUE FOR THE NEXT MEETING.

The next meeting of the Full Council was scheduled for 7:00pm, Tuesday 9 July 2019 in the Council Chamber, Town Hall, 65 Station Road, Ashington NE63 8RX.

The meeting closed at 7:05pm