



Ashington Town Council
Town Hall, 65 Station Road
Ashington, Northumberland
NE63 8RU

17th May 2024

To All members of the Council

You are hereby summoned to attend the **Annual Meeting of the Council**, to be held in **THE COUNCIL CHAMBER, 65 STATION ROAD, NE63 8RU, on Tuesday 28th May 2024 at 6:00pm.**

The agenda for the meeting is set out below, along with associated papers. If you have any questions about any of the items on the agenda, please contact the office.

The meeting is open to the press and public. As per the agenda and our standing orders, any resident wishing to speak should contact us prior to the meeting.

A handwritten signature in black ink, appearing to read "Sarah Eden".

Sarah Eden
Executive Office/RFO

AGENDA

1. ELECTION OF BUSINESS CHAIR

Pursuant to section 15 (2) of the Local Government Act 1972, to receive nominations for Chair of Ashington Town Council and in the event of more than one Councillor being proposed and seconded, to take a vote and elect the Councillor with the majority (enc)ⁱ

2. ACCEPTANCE OF OFFICE

To sign and deliver a form that confirms the elected Chair's declaration of acceptance of office, in accordance with Local Government Act 1972, s83 (4)

3. APOLOGIES FOR ABSENCE

To receive any apologies for absence

4. DECLARATIONS OF INTEREST

To receive any declarations of interest

5. DISPENSATIONS

To receive and approve any dispensations.

6. DRAFT MINUTES OF PREVIOUS MEETING

To receive and agree as a true record, the minutes of the last Full Council meeting held on 30th January 2024, noting that the draft was shared online in February (enc)ⁱⁱ

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7. ELECTION OF BUSINESS VICE-CHAIR

To receive nominations for Business Vice-Chair of Ashington Town Council and in the event of more than one Councillor being proposed and seconded to take a vote and elect the Councillor with the majority (see enc i)

8. ELECTION OF CIVIC HEAD OF ASHINGTON

To receive nominations for the position of Civic Head of Ashington and in the event of more than one Councillor being proposed and seconded to take a vote and elect the Councillor with the majority (see enc i)

9. ELECTION OF DEPUTY CIVIC HEAD OF ASHINGTON

To receive nominations for the position of Deputy Civic Head of Ashington and in the event of more than one Councillor being proposed and seconded to take a vote and elect the Councillor with the majority (see enc i)

10. ELECTION OF THE LEADER OF THE COUNCIL

To receive nominations for the position of Leader of the Council and in the event of more than one Councillor being proposed and seconded to take a vote and elect the Councillor with the majority (see enc i)

11. ELECTION OF THE DEPUTY LEADER OF THE COUNCIL

To receive nominations for the position of Deputy Leader of the Council and in the event of more than one Councillor being proposed and seconded to take a vote and elect the Councillor with the majority (see enc i)

12. RESPONSIBLE FINANCIAL OFFICER

Pursuant to section 151 of the Local Government Act 1972, to confirm that Sarah Eden is appointed as the Responsible Financial Officer (RFO).

13. CO-OPTION OF TOWN COUNCILLOR FOR THE COLLEGE WARD

a) Eligible Applicants

To receive the names of those persons that have applied and are eligible to be co-opted from the Executive Officer (Anyone wishing to join the council via co-option must be eligible under s.79 of the Local Government Act 1972, and not disqualified under s.80 of the Local Government Act 1972) (enc)ⁱⁱⁱ

b) Statement from Candidates

The Chair will invite each candidate to speak for up to 3 minutes or will read out their written statements.

c) Voting on Co-option

The Chair shall seek proposers and seconders for each nomination (whether or not they have spoken) in alphabetical order. In the event of more than one candidate being proposed and seconded to take a vote and elect the candidate with absolute majority. *(Where more than 2 persons have been nominated, and none of those persons has received an absolute majority of votes in their favour, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken. This process shall continue until a majority of votes is given in favour of one person. Any tie may be settled by the Chairman's casting vote).*

14. TOWN TWINNING – REMSCHEID VISIT

To receive correspondence of October visit and 40th anniversary of the Wansbeck-Remscheid Miner's Support Group from Town Twinning Secretary, Bill Gale. To agree those Cllrs to be involved in discussions regarding joint hosting of the event, event details, and

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potential costs and budget, noting that proposals will be brought to the FGS Committee for consideration and agreement (enc)^{iv}

15. STANDING ORDERS

In accordance with the Local Government Act 1972, Sch 12, para 42, to agree to adopt updated Standing Orders for the Council (previously adopted May 2023) (enc)^v (*Any proposed changes are highlighted*).

16. FINANCIAL REGULATIONS

In accordance with the Accounts and Audit Regulations 2015 (SI2015/234), to agree to adopt Financial Regulations (previously adopted in May 2023) (enc)^{vi} (*Any proposed changes are highlighted*).

17. STANDING COMMITTEES

a) Finance and General Services Committee (FGS)

To receive, consider, and agree the terms of reference of the Finance and General Services Committee (enc)^{vii}

b) Personnel Committee

To receive, consider, and agree the terms of reference of the Personnel Committee, including members assigned by role (enc)^{viii}

c) Climate Change and Environment Committee

To receive, consider, and agree the terms of reference of the Climate Change and Environment Committee (enc)^{ix}

d) Youth Co-ordination Group

To receive, consider, and agree the terms of reference of the Youth Co-ordination Group, including members (enc)^x

18. NORTHUMBERLAND COUNTY COUNCIL PARTNERSHIP AGREEMENT

To confirm those members of the board which meets quarterly to set priorities, monitor performance, and to mutually decide any changes to the agreement (enc)^{xi}

19. ASSETS REGISTER

In accordance with the Accounts and Audit Regulations 2015 (SI2015/234), to receive and note the updated document (enc)^{xii}

20. INSURANCE ARRANGEMENTS

In accordance with the Accounts and Audit Regulations 2015 (SI2015/234), to receive confirmation of arrangements for insurance (enc)^{xiii}

21. POLICIES AND PROCEDURES

a) Code of Conduct

In accordance with the Localism Act 2011, 28 (12), to agree to adopt the Code of Conduct for Ashington Town Council (previously adopted May 2023) (enc)^{xiv}

b) Complaints Procedure

To agree to adopt the Complaints Procedure of the Council (previously adopted May 2023) (enc)^{xv}

c) Equality, Diversity, and Inclusion Policy

In accordance with the Equality Act 2010, to agree to adopt the updated Equality, Diversity, and Inclusion Policy (received and recommended by the Personnel Committee on 27th February 2024) (enc)^{xvi}

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d) Press and Media Policy

In accordance with the Council's Standing Orders and communications protocol, to agree to adopt the updated Press and Media Policy (received and recommended by the Personnel Committee on 27th February 2024) (enc)^{xvii}

e) Social Media and Email Policy

In accordance with the Code of Conduct, Data Protection Act 1998, Freedom of Information Act 2000, Equality, Diversity and Inclusion Policy, and other applicable laws, to agree to adopt the updated Social Media and Email Policy (received and recommended by the Personnel Committee on 27th February 2024) (enc)^{xviii}

f) Data Protection Policy

In accordance with the Data Protection Act 2018, to agree to adopt the updated Data Protection Policy (received and recommended by the Personnel Committee on 27th February 2024) (enc)^{xix}

g) Model Publication Scheme

In accordance with the Freedom of Information Act 2020, to agree to adopt the Model Publication Scheme (previously adopted May 2023) (enc)^{xx}

h) Safeguarding Policy

To agree to adopt the updated Safeguarding Policy (received and recommended by the Personnel Committee on 27th February 2024) (enc)^{xxi}

i) Employee Code of Conduct

To agree to adopt the Employee Code of Conduct (received and recommended by the Personnel Committee on 27th February 2024) (enc)^{xxii}

j) Disciplinary Procedure

To agree to adopt the updated Disciplinary Procedure (received and recommended by the Personnel Committee on 27th February 2024) (enc)^{xxiii}

k) Grievance Procedure

To agree to adopt the updated Grievance Procedure (received and recommended by the Personnel Committee on 27th February 2024) (enc)^{xxiv}

l) Health and Safety Policy

To agree to adopt the Health and Safety Policy (received and recommended by the Personnel Committee on 27th February 2024) (enc)^{xxv}

m) Working from Home Policy

To agree to adopt the updated Working from Home Policy (received and recommended by the Personnel Committee on 27th February 2024) (enc)^{xxvi}

22. REPRESENTATIVES ON OUTSIDE BODIES

a) Northumberland Association of Local Councils (NALC) (includes Town & Parish Liaison Working Group)

To agree the representative on the NALC County Committee of Northumberland.

The Northumberland Association of Local Councils is an organisation which represents the interests of parish, town, and community councils, whilst offering specialist training, advice, and other support to its members. The County Committee of Northumberland meet quarterly on a Saturday morning.

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b) Ashington Town Board

To agree the representative on the Ashington Town Board.

The Board aims to support regeneration in the town through investment, strengthening cultural assets, supporting skills and business development for local people and businesses. The Board was established in April 2021 and is made up of representatives from key public, private and community sector organisations.

23. DATE, TIME AND VENUE FOR THE NEXT MEETING

Finance & General Services Committee - Tuesday 11th June 2024, 6:00pm, Council Chamber.

Full Council (AGAR) – Tuesday 25th June 2024, 6:00pm, Council Chamber.

ENCLOSURES

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- i Roles at Ashington Town Council
 - ii Draft Minutes of the Full Council Meeting, 30th January 2024
 - iii Eligibility Criteria
 - iv Town Twinning
 - v Updated Standing Orders, May 2024
 - vi Financial Regulations, May 2024
 - vii Terms of Reference of the Finance and General Services Committee
 - viii Terms of Reference of the Personnel Committee
 - ix Terms of Reference of the Climate Change Committee
 - x Youth Co-ordination Group
 - xi Partnership Board
 - xii Assets Register Summary 2024
 - xiii Insurance Arrangements
 - xiv Code of Conduct
 - xv Complaints Procedure
 - xvi Equality, Diversity, and Inclusion Policy
 - xvii Press and Media Policy
 - xviii Social Media and Email Policy
 - xix Data Protection Policy
 - xx Model Publication Scheme
 - xxi Safeguarding Policy
 - xxii Employee Code of Conduct
 - xxiii Disciplinary Procedure
 - xxiv Grievance Procedure
 - xxv Health & Safety Policy
 - xxvi Working from Home Policy

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