



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

16th September 2024

To all Members of the Council

You are hereby summoned to attend the Full Council Meeting of Ashington Town Council, at **THE COUNCIL CHAMBER, 65 STATION ROAD, NE63 8RX, on Tuesday 24th September, commencing at 6:00pm.**

The agenda for the meeting is set out below, along with supporting documents. 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.

Regards

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

Sarah Eden
Executive Officer

1. WELCOME BY THE CHAIR

Welcome by Cllr Mark Purvis.

2. APOLOGIES FOR ABSENCE

To receive any apologies for absence.

3. DISCLOSURE OF INTERESTS

To receive any declarations of disclosable pecuniary interests and other interests in items on the agenda as required by the Code of Conduct for Members and by the Localism Act 2011.

Members are also reminded that they need to regularly review their declarations of interest forms and ensure they remain up to date.

4. DISPENSATIONS

To receive and consider any dispensations.

5. PUBLIC PARTICIPATION

The Chair to receive any items put forward by members of the public and to put questions to or draw relevant matters to the attention of the Council. This is for a period of 15 minutes overall and is limited to 3 minutes per person.

Tel: (01670) 624521

E-mail: sarah.eden@ashingtontowncouncil.gov.uk

Website: www.ashingtontowncouncil.gov.uk

<https://www.facebook.com/ashingtontowncouncil>

<https://www.instagram.com/ashingtontc/>

Please email/telephone the Clerk with questions on items on the agenda no later than 5.00pm on Monday 23rd September 2024.

6. MINUTES OF LAST MEETING

To receive and sign as a true record, the minutes of the Full Council meeting held on Tuesday 30th July 2024 (enc)ⁱ Please note these minutes were circulated and uploaded to the website in August.

7. NORTHUMBERLAND COUNTY COUNCIL (NCC) COMMUNITY SAFETY TEAM

Community Safety Officers Zola Nicholls and Grant Urquhart in attendance to outline the work of their team in Ashington and to answer any questions from Cllrs.

8. CITIZENS ADVICE NORTHUMBERLAND

Community Advice Service Manager Geoff Crow in attendance to provide information on Winter Fuel Payments and the importance of claiming Pension Credit, and to answer any questions from Cllrs.

9. DISSOLUTION OF LEADER AND DEPUTY LEADER ROLES

Following the resignation of the current Leader and the dissolution of group meeting arrangements, it is proposed the roles of Leader and Deputy Leader are dissolved (placed on the agenda by Cllr Matthew Cuthbert)

10. STANDING ORDERS

If agenda 10 is agreed, to ensure clarity and legal compliance, it is necessary to formalise the removal of these roles from the Standing Orders and reassign any roles or responsibilities that were previously attached to these positions (enc)ⁱⁱ

- a) Agree to remove references to the positions of Leader and Deputy Leader from the Council's Standing Orders 27 a-d (enc)ⁱⁱⁱ
- b) Agree a representative on the NALC County Committee.
- c) Agree a representative on the Ashington Town Board.
- d) Agree to appoint two additional members to the Council's Personnel Committee.
- e) Consider any other positions that were appointed on the basis of role.

11. FINANCIAL AND MANAGEMENT RISK ASSESSMENT

To receive the updated document, to note new risks included by the Executive Officer, and agree any action to be taken (enc)^{iv}

12. ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN (AGAR), YEAR ENDING MARCH 2024

a) External Auditor Report/Certificate

To receive the External Auditor Report/Certificate (to follow).

b) Notice of Conclusion of Audit

To receive and endorse the publication of the Notice of Conclusion of Audit (with dates for inspection), on the Town Council's website, alongside Annual Governance and Accountability Return, year ending March 2024, and to agree any other action required.

Please note that at the time of writing the conclusion of audit has not been received, but it is expected.

13. HALF-YEAR BUDGET REVIEW

To receive reports, consider recommendation, and agree any action (enc)^v, (enc)^{vi}

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14. PERSONNEL COMMITTEE

a) Report of Meeting held on 23rd July 2023

To agree to receive the report of the meeting held on 23rd July 2024 (enc)^{vii}

b) Salary Sacrifice EV Car Scheme

To agree the recommendation of the Personnel Committee to proceed with Fleet Solutions car leasing scheme (enc)^{viii}

c) Proposal for installation of staff shower facility

To agree the recommendation of the Personnel Committee to proceed with the conversion of the male urinal to unisex shower facility, at a cost of £4,411, and to wholly commit funding and ownership of the project, via NCC as building owner.

d) Increase in staff training budget

To endorse the decision to increase the staff training budget by £1,545 to cover training that is deemed essential.

15. YOUTH ADVISORY COMMITTEE

To receive the report of the meeting held on 13th August 2024 (enc)^{ix}

16. NORTHUMBERLAND COUNTY COUNCIL PARTNERSHIP AGREEMENT

To consider and agree a fifth member of the board which meets quarterly to set priorities, monitor performance, and to mutually decide any changes to the agreement.

17. DATE, TIME, AND VENUE FOR THE NEXT MEETING

Tuesday 26th November 2024, 6:00pm at Town Hall.

ENCLOSURES

ⁱ Draft Minutes of the Full Council Meeting held on Tuesday 30th July 2024

ⁱⁱ Dissolution of Leader and Deputy Leader Roles Report

ⁱⁱⁱ Standing Orders (extract)

^{iv} Updated Financial & Management Risk Assessment (September)

^v Updated Budget & Expenditure Summary 24/25 (September)

^{vi} Half-Year Budget Report (September)

^{vii} Personnel Committee, Minutes of the meeting held 23rd July 2024

^{viii} Fleet Solutions Report

^{ix} Youth Advisory Committee – Report of meeting held on 13th August 2024