



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

4th April 2024 (updated 10th April 2024)

To All members of the Council

You are hereby summoned to attend a meeting of the **FINANCE & GENERAL SERVICE COMMITTEE MEETING**, in **THE COUNCIL CHAMBER, 65 STATION ROAD, NE63 8RU**, on **Tuesday 16th April 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. WELCOME BY THE CHAIR

The Chair will open the meeting.

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.

Tel: (01670) 624521

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

Website: www.ashingtontowncouncil.gov.uk

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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.

Please email/telephone the Clerk with questions on items on the agenda no later than 5.00pm on Monday 15th April 2024.

6. MINUTES OF LAST MEETING

To receive and sign as a true record, the minutes of the meeting held on Tuesday 12th March 2023 (enc)ⁱ

7. CLERK AND OFFICER UPDATES

To receive an update on items actioned since the previous meeting (enc)ⁱⁱ

8. BUDGET AND EXPENDITURE 2023/24

a) Updated Budget Report

To receive updated budget report, and direct any questions to the Responsible Financial Officer (RFO) (enc)ⁱⁱⁱ

b) Accounts Paid and to be Paid (including Bank Reconciliation)

To receive a schedule of accounts paid and to be paid; to endorse those accounts paid, and agree those to be paid, since 3rd March 2024 (enc)^{iv}

c) Year Ending 31st March 2024 Bank Reconciliation

To receive bank reconciliation and address any questions to the RFO. *Please note that this will be presented again to Full Council, alongside the completed Annual Governance and Accountability Return (AGAR) (enc)^v*

d) 2024/25 Budget and Expenditure

Following completion of the year end reconciliation, to restate financial position based on the agreed 2024/25 budget, and carried forward commitments, noting the small surplus. To agree that this surplus is moved to Allotments (General) to support the ongoing jobs being worked through (enc)^{vi}

9. DRAFT REPORT OF ENHANCED NEIGHBOURHOOD SERVICES PARTNERSHIP BOARD MEETING

To receive a report of the meeting held on 19th March 2024, and agree any compliments, comments, or issues to be brought to the next meeting (to follow)^{vii}

10. REPLACEMENT BUS SHELTERS

To receive quotations from the Council's preferred and sole supplier of chosen style bus shelter for the locations below, and agree to place order totalling £41,025, with £16,495 from County Cllr Lynne Grimshaw's Capital Small Schemes Fund, and £24,530 included in the budget (enc)^{viii}

- High Market (South Side) – remove and dispose of existing shelter and seat, supply and install of new shelter with reinstatement to match tarmac.
- A1068 Ellington Road (West) – remove and dispose of existing shelter and seat, remove existing base, make good small area of tarmac footpath with pin kerbs, supply and install of new shelter with new concrete base.

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- A1068 Ellington Road (East) – remove and dispose of existing shelter and seat, remove existing base, make good large area of tarmac footpath with hot roll and pin kerbs, supply and install of new shelter with new concrete base.
- Next to Wansbeck General Hospital – remove and dispose of existing shelter and seat, supply and install of new shelter with reinstatement to match block pavements.

11. PLAY AREAS

a) Epsom, Aintree, and Seaton Vale

To receive formal update that these play areas have been legally transferred to Ashington Town Council, and registration of title deeds have been processed.

b) Warren Court and Shire Farm Close

To receive formal update that the Council's caretaking of these play areas has officially ceased.

e) Alexandra Road, People's Park, North Seaton Colliery, Paddock Wood

To receive 25-year 'Draft Heads of Terms' Lease from Northumberland County Council, and RFO notes, and agree action (enc)^{ix}

12. DETACHED YOUTH WORK

a) Report of meeting held on 19th March, and work delivered to date

To receive a report of the liaison meeting held on 19th March, and a summary of the work delivered to end, and agree any action, or questions to be taken back (to follow)^x

b) Cost of delivery

To agree to pay the invoice for detached youth work delivered in quarter four, December through to March

13. YOUTH COLLABORATION MEETING

To consider the purpose, objectives, and potential outcomes of a youth collaboration meeting, and agree to lead on delivery (enc)^{xi}

14. SKATE PARK PROJECT

To agree to delegate to the Asset and Development Manager to undertake a feasibility study for a new skate park at People's Park, including consultation with potential user groups, location, design, and costs, and the availability of external funding (enc)^{xii}

15. ASHINGTON WORLD WAR II MEMORIAL ARBORETUM AND PLAQUE PROJECT

To consider the project proposal and agree the Council's involvement (enc)^{xiii}

- Allocation of staff resources to assist in project coordination, funding efforts, liaison with stakeholders, and overall project management.
- Consideration of financial contribution, via NSO's to support tree maintenance, plaque production, and installation.
- Provision of guidance and access to relevant historical records to ensure accuracy in the plaque inscriptions.

16. CASUAL VACANCY – COLLEGE WARD

To receive notice from the Elections Office that no request for an election has been received.

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a) Co-option Procedure

To receive and agree the co-option procedure to be followed (enc)^{xiv}, and the eligibility form interested candidates must declare (enc)^{xv}

b) Co-option Advertisement

To endorse that the advertisement declaring that the Council can fill the seat by co-option is duly made, and the meeting on which the matter will be placed is confirmed as the Full Council meeting on 28th May 2024.

17. EXCLUSION OF PRESS AND PUBLIC

In accordance with section 1 (2) LGA 1960, to agree to exclude the press and public due to the confidential nature of the business being transacted.

18. CONFIDENTIAL ITEM

To receive information on confidential item, and agree action to be taken

19. DATE, TIME AND VENUE FOR THE NEXT MEETING

Tuesday 14th May 2024, 6:00pm, Council Chamber.

ENCLOSURES

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- i Draft Minutes of the Finance and General Services Committee, 12th March 2024
 - ii Clerk and Officer Update, April 2024
 - iii Updated Budget Report 2023/24 (EOY)
 - iv Schedule of Accounts paid/to be paid (April)
 - v EOY Bank Reconciliation
 - vi Updated Budget 2024/25
 - vii Report of Partnership Enhanced Services Meeting, 19th March 2024
 - viii Summary of Bus Shelters
 - ix Draft Lease with RFO Notes
 - x Detached Youth Report of Meeting 19th March 2024 (to follow)
 - xi Youth Collaboration Meeting
 - xii Skate Park Feasibility Brief
 - xiii Ashington World War II Memorial Arboretum and Plaque Project
 - xiv Co-option Procedure
 - xv Co-option Eligibility Form

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