



Ashington Town Council
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4th May 2023

To All Members of the Council

You are hereby summoned to attend the Annual Meeting of the Council, at **THE COUNCIL CHAMBER, 65 STATION ROAD, NE63 8RX, on Tuesday 16th May 2023, 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. Our Risk Assessment requires that anyone wishing to attend the meeting, reads the risk assessment and meeting guidelines in advance. These are available on request, or via the Town Council website.

Regards

Sarah Eden
Clerk to the Town Council

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. MINUTES OF LAST MEETING

To note that the minutes of the last Full Council meeting were a Combined Meeting (21st March 2023) with the Finance and General Services Committee and were presented and agreed as a true record on 18th April 2023.

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. APPOINTMENT OF ADMINISTRATION ASSISTANT

To receive formal update of the appointment and welcome the Council's new officer.

13. CLERK/RESPONSIBLE FINANCIAL OFFICER

Pursuant to section 151 of the Local Government Act 1972, to agree to appoint Sarah Eden as the Responsible Financial Officer (RFO)

In accordance with the recommendation of the Personnel Committee, to agree to amend the Clerk's Job Title to Executive Officer (enc)ⁱⁱ

14. 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 2022) (enc)ⁱⁱⁱ

15. FINANCIAL REGULATIONS

In accordance with the Accounts and Audit Regulations 2015 (SI2015/234), to agree to adopt Financial Regulations (previously adopted in May 2022) (enc)^{iv}

16. 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)^v

b) Personnel Committee

To receive, consider, and agree the terms of reference of the Personnel Committee (enc)^{vi}

c) *Climate Change and Environment Committee*

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

17. 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)^{viii}

18. ASSETS REGISTER

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

19. INSURANCE ARRANGEMENTS

In accordance with the Accounts and Audit Regulations 2015 (SI2015/234), to receive confirmation of arrangements for insurance.

20. 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 2022) (enc)^x

b) *Complaints Procedure*

To agree to adopt the Complaints Procedure of the Council (previously adopted May 2022) (enc)^{xi}

c) *Equality, Diversity, and Inclusion Policy*

In accordance with the Equality Act 2010, to agree to adopt the Equality, Diversity, and Inclusion Policy (previously adopted May 2022) (enc)^{xii}

d) *Press and Media Policy*

In accordance with the Council's Standing Orders and communications protocol, to agree to adopt a Press and Media Policy (previously adopted May 2022) (enc)^{xiii}

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 a Social Media and Email Policy (previously adopted May 2022) (enc)^{xiv}

f) *Data Protection Policy*

In accordance with the Data Protection Act 2018, to agree to adopt a Data Protection Policy (previously adopted June 2022) (enc)^{xv}

g) *Model Publication Scheme*

In accordance with the Freedom of Information Act 2020, to agree to adopt the Model Publication Scheme (previously adopted June 2022) (enc)^{xvi}

h) *Safeguarding Policy*

To agree to adopt a Safeguarding Policy (previously adopted June 2022) (enc)^{xvii}

21. 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.

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.

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- i Roles at Ashington Town Council
 - ii Recommendation of the Personnel Committee, 28th April 2023 (extract from draft minutes)
 - iii Updated Standing Orders, May 2022
 - iv Financial Regulations
 - v Terms of Reference of the Finance and General Services Committee
 - vi Terms of Reference of the Personnel Committee
 - vii Terms of Reference of the Climate Change Committee
 - viii Partnership Board
 - ix Assets Register Summary 20223
 - x Code of Conduct
 - xi Complaints Procedure
 - xii Equality, Diversity, and Inclusion Policy
 - xiii Press and Media Policy
 - xiv Social Media and Email Policy
 - xv Data Protection Policy
 - xvi Model Publication Scheme
 - xvii Safeguarding Policy