



Ashington Town Council
Town Hall
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Town Clerk: Sarah Eden

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To: **ALL MEMBERS OF THE COUNCIL**

You are hereby summoned to attend the Full Council Meeting, including the Annual Meeting of the Council, including the at **THE COUNCIL CHAMBER, 65 STATION ROAD, NE63 8RX, on Tuesday 17th May 2022 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

10th May 2022

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 receive and sign as a true record, the minutes of the meeting held on Tuesday 29th March 2022 (enc)ⁱⁱ

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 agree to appoint Sarah Eden as the Responsible Financial Officer (RFO)

13. 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 2017) (enc)ⁱⁱⁱ

14. FINANCIAL REGULATIONS

In accordance with the Accounts and Audit Regulations 2015 (SI2015/234), to agree to adopt Financial Regulations (previously adopted as part of Standing Orders in May 2017) (enc)^{iv}

15. 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

Terms of Reference

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

c) Climate Change and Environmental Sub-Committee

i. Members

To agree the members of the Climate Change and Environmental Sub-Committee

ii. Terms of Reference

To agree to delegate that the Climate Change and Environmental Sub-Committee draft terms of reference that will be presented for agreement to the Finance and General Purposes Committee, of which it is a sub-committee

16. 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

17. FINANCIAL AND MANAGEMENT RISK ASSESSMENT, MAY 2022

a) Financial and Management Risk Assessment

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

b) Authorised Signatories

To confirm authorised signatories and those with on-line access, in regards the Council's Banking Mandate

18. INSURANCE ARRANGEMENTS

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

19. THE GENERAL POWER OF COMPETENCE

In accordance with The Localism Act 2011, and as decreed eligible by the Parish Council (General Power of Competence) (Prescribed Conditions) Order 2012 (SI 2012/965), to resolve to adopt the General Power of Competence (enc)^{ix}

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 2017) (enc)^x

b) Complaints Procedure

To agree to adopt the Complaints Procedure of the Council (previously adopted July 2018) (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 (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 (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 (enc)^{xiv}

21. ASHINGTON HOSPITAL LEVEL CROSSING SURVEY

To agree a response to the online public consultation (questions 6-10) (enc)^{xv}

22. ASHINGTON MEMORIAL GARDEN

To receive a request from Ashington Women's Institute (WI) to decorate the garden in blue and yellow to show the message of support for Ukraine (enc)^{xvi}

ENCLOSURES

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- i Roles at Ashington Town Council
 - ii Draft Minutes Full Council, 29th March 2022
 - 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 Financial and Management Risk Assessment, May 2022
 - viii Insurance Arrangements
 - ix Clerk's Note – General Power of Competence
 - 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 Ashington Hospital Level Crossing Survey
 - xvi WI Request (Ukraine)