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To: **ALL MEMBERS OF THE COUNCIL**

You are hereby summoned to attend a meeting of the **FINANCE & GENERAL SERVICE COMMITTEE MEETING**, at **North Seaton Community Centre, Manley View, NE63 9TF**, on **Tuesday 15<sup>TH</sup> MARCH 2022 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. 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.

**Sarah Eden**  
Clerk to the Town Council

**8<sup>th</sup> March 2022**

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## **AGENDA**

### **1. WELCOME BY THE CHAIR**

Welcome by Cllr Lynne Grimshaw.

### **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.

*Please email/telephone the Clerk with questions on items on the agenda no later than 5.00pm on Monday 14<sup>th</sup> March 2022.*

### **6. MINUTES OF LAST MEETING**

To receive and sign as a true record, the minutes of the meeting held on Tuesday 18<sup>th</sup> February 2022 (enc)<sup>i</sup>

## **7. CLERK AND OFFICER UPDATES**

To receive an update on items actioned since the previous meeting (enc)<sup>ii</sup>

## **8. BUDGET AND EXPENDITURE 2021/22**

### ***a) Updated Budget Report***

To receive updated budget report and address any questions to the Responsible Financial Officer (RFO) (enc)<sup>iii</sup>

### ***b) Accounts Paid and to be Paid***

To receive a schedule of accounts; to endorse those accounts paid via delegated authority, and approve those accounts to be paid, since 18<sup>th</sup> February 2022 (enc)<sup>iv</sup>

## **9. CLIMATE CHANGE AND ENVIRONMENTAL GROUP**

### ***a) Action Plan***

To receive the Climate Action Plan, including any updates agreed at the meeting held on 10<sup>th</sup> March 2022 (enc)<sup>v</sup>

### ***b) Report of Meeting held on 10<sup>th</sup> March 2022***

To receive a report of the meeting held on 10<sup>th</sup> March, and to consider and agree the recommendations therein (enc)<sup>vi</sup>

## **10. HER MAJESTY, THE QUEEN PLATINUM JUBILEE – THURSDAY 2<sup>ND</sup> JUNE – SUNDAY 5<sup>TH</sup> JUNE 2022**

To agree to allocate a total pot of £5,000 funding towards the celebration of Her Majesty, The Queen becoming the first British Monarch to celebrate a Platinum Jubilee, commemorating 70 years of service. The fund will enable non-profit making community and voluntary groups, within Ashington, to apply for a grant of £500 to help towards the cost of hosting events and commemorative activities (enc)<sup>vii</sup>

## **11. CHRISTMAS LIGHTS DISPLAYS 2022-23**

### ***a) Procurement***

To receive and agree the Contract for Services brief relating to Christmas Lights displays for 2022 and 2023, and to agree to commence procurement to seek a preferred supplier (enc)<sup>viii</sup>

### ***b) Working Group***

To agree a Working Group of Cllrs and Officers to review any tenders received and make a recommendation for approval to the Finance and General Services committee, and to seek the names of those Cllrs who wish to be involved

## **12. DATE, TIME AND VENUE FOR THE NEXT MEETING**

Tuesday 12 April 2022, 6:00pm, venue to be agreed.

## **13. EXCLUSION OF PRESS AND PUBLIC**

The Town Council is invited to consider passing the following resolution:

That the press and public be excluded from the meeting during consideration of the following item, permitted under Part I of Schedule 12A of the Local Government Act 1972 (as amended by the Local Authorities (Access to Information) (Exempt Information) (England) Order 2006) Act; as the matter is confidential (1) Information relating to an individual

## **14. NURSERY PARK ALLOTMENT SITE**

To receive an update on the boundary fencing and clearance work agreed at the last meeting, and agree to receive and consider additional costs (enc)<sup>ix</sup>

## **15. EMPLOYEE RESOURCING**

### ***a) Personnel Committee Meeting, 22<sup>nd</sup> February 2022***

To receive the Draft Minutes of the meeting held on 22<sup>nd</sup> February 2022 (enc)<sup>x</sup>, and the accompanying Confidential Employee Resourcing Report (enc)<sup>xi</sup>

### ***b) Personnel Committee Proposals***

To consider and agree the proposals of the Personnel Committee in relation to Employee Resourcing (enc)<sup>xii</sup>

## **ENCLOSURES**

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- <sup>i</sup> Draft Minutes of the Finance and General Services Committee, 18<sup>th</sup> February 2022
  - <sup>ii</sup> Clerk and Officer Update, February/March 2022
  - <sup>iii</sup> Updated Budget Report, February 2022
  - <sup>iv</sup> Schedule of accounts paid and to be paid, since 18<sup>th</sup> February 2022
  - <sup>v</sup> Climate Change Action Plan (updates to be tabled)
  - <sup>vi</sup> Report of the Climate Change Meeting held on 10<sup>th</sup> March 2022 (to follow)
  - <sup>vii</sup> Her Majesty, The Queen Platinum Jubilee
  - <sup>viii</sup> Christmas Lights Displays Contract 2022 and 2023
  - <sup>ix</sup> Update on work carried out to date
  - <sup>x</sup> Draft Minutes of the Personnel Committee Meeting, 22<sup>nd</sup> February 2022
  - <sup>xi</sup> Confidential Employee Resourcing Report
  - <sup>xii</sup> Confidential Employee Resourcing Proposals