



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

2<sup>nd</sup> June 2025

**To all Members of the Council**

You are hereby summoned to attend the **FULL COUNCIL MEETING**, including the meeting of the **FINANCE AND GENERAL SERVICES COMMITTEE** in **THE COUNCIL CHAMBER, 65 STATION ROAD, NE63 8RX, on Tuesday 10<sup>th</sup> June, 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. As per the agenda and our standing orders, any resident wishing to speak should contact us prior to the meeting.

Regards

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

**Sarah Eden**  
**Executive Officer/RFO**

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**AGENDA**

**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.

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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 Executive Officer with questions on items on the agenda no later than 5.00pm on Monday 9<sup>th</sup> June 2024.*

## **6. MINUTES OF PREVIOUS FULL COUNCIL MEETING**

To receive and sign as a true record, the minutes of the meeting held on Tuesday 20<sup>th</sup> May 2025 (enc)<sup>i</sup>

## **7. DRAFT MINUTES OF CLIMATE CHANGE AND ENVIRONMENT COMMITTEE**

To receive the draft minutes of the Climate Change and Environment Committee meeting held on Tuesday 18<sup>th</sup> February 2025 *(these minutes will be presented for agreement as a true record at the next Climate Change meeting)* (enc)<sup>ii</sup>

## **8. REPORT FROM THE CIVIC HEAD OF ASHINGTON (CLLR PAULINE THOMPSON)**

To receive a verbal report from the Civic Head of Ashington.

## **9. FINANCIAL OVERVIEW 2024/25**

To receive a financial report for year ending March 2025, including 2025/26 budget overview, and address any questions to the Responsible Financial Officer (enc)<sup>iii</sup>

## **10. UPDATED FINANCIAL AND MANAGEMENT RISK ASSESSMENT, JUNE 2024**

In accordance with the Accounts and Audit Regulations 2015 (SI2015/234), to receive and approve the updated document presented by the Executive Officer/RFO (enc)<sup>iv</sup>

## **11. INTERNAL AUDIT 2024/25**

- a)** to receive the Annual Internal Audit Report for year ending March 2025, carried out by Susan Saunders, in accordance with Accounts and Audit Regulations 2015, part 2 (5) (enc)<sup>v</sup>
- b)** to receive the Audit Report Checklist, carried out by Susan Saunders in accordance with Accounts and Audit Regulations 2015, part 2 (5) (enc)<sup>vi</sup>

## **12. ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN (AGAR) YEAR ENDING MARCH 2025**

- a)** to receive and respond to the Annual Governance Statement, Section 1, and agree signature by the Chair and the Executive Officer (enc)<sup>vii</sup> *(The Chair will read out each statement and ask members to agree, the Chair and the EO will sign and date the statement)*
- b)** to receive and approve the End of Year Bank Reconciliation, March 2025 (enc)<sup>viii</sup>
- c)** to receive and approve the Accounting Statements, Section 2, for the year ending March 2025 (enc)<sup>ix</sup> *(RFO will have already signed and dated the accounts, the Chair will sign and date the declaration at the meeting, following receipt and approval)*
- d)** to approve the submission of the AGAR for year ending March 2025, and publication on the Town Council website, as required.

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### **13. NOTICE OF PUBLIC RIGHTS AND PUBLICATION OF UNAUDITED ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN**

To approve the dates set for the period for the exercise of public rights of inspection as 12<sup>th</sup> June 2025 – 23<sup>rd</sup> July 2025 (enc)<sup>x</sup>

### **14. INTERNAL AUDIT 2025/26**

In accordance with Accounts and Audit Regulations 2015, part 2 (1), to agree to re-appoint Mrs Susan Saunders as the Internal Auditor for 2025/26, and to agree that the Executive Officer signs the terms of engagement (enc)<sup>xi</sup>

### **15. GOVERNANCE**

To agree a Cllr(s) who will be responsible for undertaking routine checks (financial statements and accounting records) to ensure accounts are being kept properly (enc)<sup>xii</sup>

***To formally close the Full Council Meeting, suggest a short comfort break if needed and commence with Finance and General Services Committee Meeting immediately after.***

## **AGENDA FOR THE MEETING OF THE FINANCE AND GENERAL SERVICES COMMITTEE**

### **16. ELECTION OF CHAIR**

In accordance with Standing Orders, to receive nominations for Chair of the Finance and General Services Committee 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.

### **17. ELECTION OF VICE-CHAIR**

In accordance with Standing Orders, to receive nominations for Vice-Chair of the Finance and General Services Committee 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.

### **18. 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 office with questions on items on the agenda no later than 5.00pm on Monday 9<sup>th</sup> June 2025.*

### **19. MINUTES OF PREVIOUS MEETING**

To receive and sign as a true record, the minutes of the meeting held on Tuesday 8th April 2025 (enc)<sup>xiii</sup>

### **20. CLERK AND OFFICER UPDATES**

To receive an update on items actioned since the previous meeting (to follow)<sup>xiv</sup>

### **21. BUDGET AND EXPENDITURE 2025/26**

#### ***a) Budget Report 2025-26 (June)***

To receive an updated budget and expenditure report (enc)<sup>xv</sup>

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### **b) Bank Reconciliation**

To receive the latest Bank Reconciliation, month ending 31<sup>st</sup> May 2025 (enc)<sup>xvi</sup>

### **c) Schedule of Accounts Paid**

To receive a schedule of accounts paid and to be paid; to endorse those accounts paid and agree those to be paid, since 1<sup>st</sup> April 2025 (enc)<sup>xvii</sup>

## **22. NCC NEIGHBOURHOOD SERVICES PARTNERSHIP MEETING, 15<sup>th</sup> April 2025**

To receive and note the report, and address any questions to Board Members, noting that all Cllrs were invited to attend a subsequent meeting held on 3<sup>rd</sup> June 2025 (enc)<sup>xviii</sup>

## **23. ALLOTMENT RENT REVIEW FOR DIRECTLY MANAGED SITES**

To consider the report on rent increases for directly managed allotment sites, and ground rent for self-managed sites, including feedback from the Allotment Liaison Committee (*the report was shared in advance of the Allotment Liaison Committee Meeting*) and determine whether to approve the proposed rent increase, allowing the required six months' notice for implementation.

- Increase annual rent from £31 to £35 per plot per year for directly managed sites (Hirst East End, Woodhorn Road, and North Seaton Colliery), to be implemented from 2026.
- Maintain ground rent for self-managed sites at £10 per plot per year.
- Maintain Nursery Park rent at £65 per plot per year.

## **24. ANNUAL AND SMALL GRANTS POLICY REVIEW - TASK AND FINISH GROUP**

To establish a Task and Finish Group to review and develop a comprehensive Grants Policy and Guidelines for both Annual and Small Grants (enc)<sup>xix</sup>

## **25. COUNCILLOR TABLET PROVISION**

To seek Council approval for the purchase of tablets to enable Councillors to access Council emails and Google Drive data on dedicated Council devices, ensuring full GDPR compliance and data security (enc)<sup>xx</sup>

## **ENCLOSURES**

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<sup>i</sup> Draft Minutes of the Full Council Meeting (Annual Meeting of the Council) held on Tuesday 20<sup>th</sup> May 2025

<sup>ii</sup> Draft Minutes of the Climate Change and Environment Committee held on Tuesday 18<sup>th</sup> February 2025

<sup>iii</sup> Financial Overview 2024/25

<sup>iv</sup> Financial and Management Risk Assessment, June 2025

<sup>v</sup> Internal Audit Certificate (AGAR Form 3)

<sup>vi</sup> Internal Audit Report

<sup>vii</sup> Annual Governance Statement, Section 1

<sup>viii</sup> Year End Bank Reconciliation 2024/25

<sup>ix</sup> Accounting Statement, Section 2

<sup>x</sup> Notice of dates for Exercise of Public Rights

<sup>xi</sup> Terms of Engagement – Scotchcoulthard

<sup>xii</sup> Internal Audit – Suggested Cllr Checklist

<sup>xiii</sup> Draft Minutes of the FGS – 8<sup>th</sup> April 2025

<sup>xiv</sup> Clerk and Officers Update

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- xv Budget & Expenditure Report
  - xvi Bank Reconciliation, 31<sup>st</sup> May 2025
  - xvii Accounts Schedule, from 1<sup>st</sup> April 2025 to date
  - xviii ATC/NCC partnership Meeting, 15<sup>th</sup> April 2025
  - xix Policy Review – Task & Finish Group
  - xx Cllr Tablet Provision