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13th June 2023

To all Members of the Council

You are hereby summoned to attend the Full Council Meeting, at **THE COUNCIL CHAMBER, 65 STATION ROAD, NE63 8RX, on Tuesday 20th June 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

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

Sarah Eden
Clerk to the Town Council

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.

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 19th June 2023.

6. MINUTES OF LAST MEETING

To receive and sign as a true record, the minutes of the meeting held on Tuesday 16th May 2023 (enc)ⁱ

7. FINANCIAL SUMMARY 2022/23

To receive a financial summary of year ending March 2023, as detailed in the Council's Accounts and Annual Report, and address any questions to the Responsible Financial Officer (enc)ⁱⁱ

8. UPDATED FINANCIAL AND MANAGEMENT RISK ASSESSMENT, JUNE 2023

In accordance with the Accounts and Audit Regulations 2015 (SI2015/234), to receive and approve the updated document presented by the Clerk/RFO (enc)ⁱⁱⁱ

9. INTERNAL AUDIT 2022/23

- a)** to receive the Annual Internal Audit Report for year ending March 2023, carried out by Susan Saunders, in accordance with Accounts and Audit Regulations 2015, part 2 (5) (enc)^{iv}
- b)** to receive the Audit Checklist, carried out by Susan Saunders in accordance with Accounts and Audit Regulations 2015, part 2 (5) (enc)^v

10. ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN (AGAR) YEAR ENDING MARCH 2023

- a)** to receive and respond to the Annual Governance Statement, Section 1, and agree signature by the Chair and the Clerk (enc)^{vi} *(The Chair will read out each statement and ask members to agree, the Chair and the Clerk will sign and date the statement)*
- b)** to receive and approve the End of Year Bank Reconciliation, March 2023 (enc)^{vii}
- c)** to receive and approve the Accounting Statements, Section 2, for the year ending March 2023 (enc)^{viii} *(The Clerk/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 2023, and publication on the Town Council website, as required

11. 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 22nd June 2023 – 2nd August 2023 (enc)^{ix}

12. INTERNAL AUDIT 2023/24

In accordance with Accounts and Audit Regulations 2015, part 2 (1), to agree to re-appoint Mrs Susan Saunders as the Internal Auditor for 2023/24

13. ELECTORAL REVIEW OF NORTHUMBERLAND

To receive the draft recommendations in respect of Ashington, based on the following statutory criteria, and agree any response to the proposals (enc)^x

- ✓ Make sure that, within an authority, each councillor represents a similar number of electors.
- ✓ Create boundaries that are appropriate and reflect community ties and identities.
- ✓ Deliver reviews informed by local needs, views, and circumstances.
- ✓ Reflect the request for single-member divisions.

ENCLOSURES

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- i Draft Minutes of the Full Council Meeting (Annual Meeting of the Council) held on Tuesday 16th May 2023
 - ii Financial Summary 2022/23
 - iii Financial and Management Risk Assessment, June 2023
 - iv Internal Audit Certificate (AGAR Form 3)
 - v Internal Audit Checklist
 - vi Annual Governance Statement, Section 1
 - vii Year End Bank Reconciliation
 - viii Accounting Statement, Section 2
 - ix Notice of dates for Exercise of Public Rights
 - x Maps and Draft Recommendations