



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

13th June 2024

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 25th 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. 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
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.

Tel: (01670) 624521

E-mail: sarah.eden@ashingtontowncouncil.gov.uk

Website: www.ashingtontowncouncil.gov.uk

<https://www.facebook.com/ashingtontowncouncil>

<https://www.instagram.com/ashingtontc/>

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 25th June 2024.

6. MINUTES OF LAST MEETING

To receive and sign as a true record, the minutes of the meeting held on Tuesday 28th May 2024 (enc)ⁱ

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 30th April 2024 (*these minutes will be presented for agreement as a true record at the next Climate Change meeting*) (enc)ⁱⁱ

8. REPORT FROM THE CIVIC HEAD OF ASHINGTON (CLLR CAROLINE BALL)

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

9. REPORT FROM THE LEADER OF THE COUNCIL (CLLR JOHN TULLY)

To receive a verbal report from the Leader of the Town Council.

10. FINANCIAL OVERVIEW 2023/24

To receive a financial overview of year ending March 2024, as detailed in the Council's Accounts and Annual Report, and address any questions to the Responsible Financial Officer (enc)ⁱⁱⁱ

11. 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 Clerk/RFO (enc)^{iv}

12. INTERNAL AUDIT 2022/23

- a)** to receive the Annual Internal Audit Report for year ending March 2024, carried out by Susan Saunders, in accordance with Accounts and Audit Regulations 2015, part 2 (5) (enc)^v
- b)** to receive the Audit Checklist, carried out by Susan Saunders in accordance with Accounts and Audit Regulations 2015, part 2 (5) (enc)^{vi}

13. ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN (AGAR) YEAR ENDING MARCH 2024

- a)** to receive and respond to the Annual Governance Statement, Section 1, and agree signature by the Chair and the Executive Officer (enc)^{vii} (*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 2024 (enc)^{viii}
- c)** to receive and approve the Accounting Statements, Section 2, for the year ending March 2023 (enc)^{ix} (*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.

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14. 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 27th June 2024 – 7th August 2024 (enc)^x

15. INTERNAL AUDIT 2024/25

In accordance with Accounts and Audit Regulations 2015, part 2 (1), to agree to re-appoint Mrs Susan Saunders as the Internal Auditor for 2024/25, and to agree that the Executive Officer signs the terms of engagement (enc)^{xi}

16. MINERS' MEMORIAL MEADOWS

To receive a note of the meeting held on 17th June, and agree the proposed action to restore the Miners' Memorial Meadows in Ashington Community Woods (to follow)^{xii}

ENCLOSURES

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- ⁱ Draft Minutes of the Full Council Meeting (Annual Meeting of the Council) held on Tuesday 28th May 2024
 - ⁱⁱ Draft Minutes of the Climate Change and Environment Committee held on Tuesday 30th April 2024
 - ⁱⁱⁱ Financial Summary 2023/24
 - ^{iv} Financial and Management Risk Assessment, June 2024
 - ^v Internal Audit Certificate (AGAR Form 3)
 - ^{vi} Internal Audit Checklist
 - ^{vii} Annual Governance Statement, Section 1
 - ^{viii} Year End Bank Reconciliation 2023/24
 - ^{ix} Accounting Statement, Section 2
 - ^x Notice of dates for Exercise of Public Rights
 - ^{xi} Terms of Engagement – Scotchcoulthard
 - ^{xii} Miners' Memorial Meadow - Note of meeting and proposed actions

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