



**Ashington Town Council**  
**Town Hall**  
**65 Station Road**  
**Ashington Northumberland NE63 8RX**  
**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 28<sup>th</sup> JUNE 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**

**21<sup>st</sup> June 2022**

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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.

### **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 27<sup>th</sup> June 2022.*

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

To receive and sign as a true record, the minutes of the meeting held on Tuesday 17<sup>th</sup> May 2022 (enc)<sup>i</sup>

## **7. OVERALL TEAM PRIORITIES UPDATE**

To receive an update (enc)<sup>ii</sup>

## **8. REPORT FROM THE CIVIC HEAD OF ASHINGTON (CLLR BOB WALKINSHAW)**

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

## **9. REPORT FROM THE LEADER OF THE COUNCIL (CLLR MATTHEW CUTHBERT)**

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

## **10. REPORT FROM THE NEIGHBOURHOOD POLICING TEAM**

To receive a report from Inspector Wayne Daniels

## **11. INTERNAL AUDIT 2021/22**

- a)** to receive the Annual Internal Audit Report for year ending March 2022, carried out by Peter Basnett, in accordance with Accounts and Audit Regulations 2015, part 2 (5) (enc)<sup>iii</sup>
- b)** to receive the Audit Checklist, carried out by Peter Basnett, in accordance with Accounts and Audit Regulations 2015, part 2 (5) (enc)<sup>iv</sup>
- c)** to receive the Assessment of Internal Controls, carried out by Peter Basnett, in accordance with Accounts and Audit Regulations 2015, part 2 (5) (no action required as there are no matters for attention) (enc)<sup>v</sup>

## **12. ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN (AGAR) YEAR ENDING MARCH 2022**

- a)** to receive and respond to the Annual Governance Statement, Section 1, and agree signature by the Chair and the Clerk (enc)<sup>vi</sup> (*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 2022 (enc)<sup>vii</sup>
- c)** to receive and approve the Clerk's Report on restated figures for year ending March 2021 (enc)<sup>viii</sup>
- d)** to receive and approve the Accounting Statements, Section 2, for the year ending March 2022 (enc)<sup>ix</sup> (*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*)
- e)** to approve the submission of the AGAR for year ending March 2022, and publication on the Town Council website, as required

## **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 30<sup>th</sup> June 2022 – 12<sup>th</sup> August 2022 (enc)<sup>x</sup>

## **14. INTERNAL AUDIT 2022/23**

- a)** To receive Best Practice Guidance for Internal Audit (enc)<sup>xi</sup>
- b)** In accordance with Accounts and Audit Regulations 2015, part 2 (1), to agree to appoint Mrs Susan Saunders as the Internal Auditor for 2022/23 (enc)<sup>xii</sup>

## **15. CLIMATE CHANGE AND ENVIRONMENT COMMITTEE**

To receive, consider and agree the terms of reference of the Climate Change and Environment Committee (enc)<sup>xiii</sup>

## **16. POLICIES AND PROCEDURES**

### **a) Data Protection Policy**

In accordance with the Data Protection Act 2018, to agree to adopt a Data Protection Policy (enc)<sup>xiv</sup>

### **b) Model Publication Scheme**

In accordance with the Freedom of Information Act 2020, to agree to adopt the Model Publication Scheme (enc)<sup>xv</sup>

### **c) Safeguarding Policy**

To agree to adopt a Safeguarding Policy (enc)<sup>xvi</sup>

## **17. ASHINGTON COMMUNITY WOODS - CLOSED CURCUIT TELEVISION SECURITY**

To receive a proposal from the Council's current provider of Closed-Circuit Television (CCTV) in Paddock Wood, People's Park and Alexandra Road Play areas, and agree to enter a short-term contract to supply, install and monitor CCTV at Ashington Community Woods, for four months from July (enc)<sup>xvii</sup>

## **18. PEOPLES PARK CAR PARK - CLOSED CURCUIT TELEVISION SECURITY**

To receive a proposal from the Council's current provider of Closed-Circuit Television (CCTV) in Paddock Wood, People's Park and Alexandra Road play area, and agree to enter a contract to supply, install and monitor CCTV in the car park of Peoples Park, to the end of the financial year (9 months) (enc)<sup>xviii</sup>

## **ENCLOSURES**

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<sup>i</sup> Draft Minutes of the Full Council Meeting held on Tuesday 25 January 2022

<sup>ii</sup> Team Priorities (Update for Members)

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

<sup>iv</sup> Internal Audit Checklist

<sup>v</sup> Internal Audit – Assessment of Internal Controls

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

<sup>vii</sup> Year End Bank Reconciliation

<sup>viii</sup> Clerk's Report on restated figures for year ending March 2021

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

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

<sup>xi</sup> Best Practice Guidance for Internal Audit

<sup>xii</sup> Introduction Letter from Mrs Susan Saunders

<sup>xiii</sup> Draft Terms of Reference of the Climate Change and Environment Committee

<sup>xiv</sup> Data Protection Policy

<sup>xv</sup> Model Publication Scheme

<sup>xvi</sup> Safeguarding Policy

<sup>xvii</sup> CCTV Proposal for Ashington Community Woods

<sup>xviii</sup> CCTV Proposal for Peoples Park Car Park