



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

13<sup>th</sup> March 2026

**To all Members of the Council**

You are hereby summoned to attend the **FULL COUNCIL MEETING**, in **THE COUNCIL CHAMBER, 65 STATION ROAD, NE63 8RX**, on **Tuesday 31<sup>st</sup> March 2026**, 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; 5:00pm on Monday 30<sup>th</sup> March 2026 is the cut-off point.

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.*

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Website: [www.ashingtontowncouncil.gov.uk](http://www.ashingtontowncouncil.gov.uk)

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

#### **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 Executive Officer with questions on items on the agenda no later than 5.00pm on Monday 30<sup>th</sup> March 2026.*

#### **6. DRAFT MINUTES OF PREVIOUS FULL COUNCIL MEETING, 27th JANUARY 2026**

To agree as a true record the minutes of the previous meeting held on 27<sup>th</sup> January 2026 (enc)<sup>i</sup>

#### **7. DRAFT MINUTES OF THE PERSONNEL COMMITTEE MEETING, 24TH FEBRUARY 2026**

To receive for information only. *These minutes are available on the Council's website in draft and will be agreed as a true record at the next committee meeting* (enc)<sup>ii</sup>

#### **8. GRIEVANCE PROCEDURE**

To agree to adopt the revised Ashington Town Council Grievance Policy. The Council's 2025 policy, based on the SLCC template, provides that complaints about councillor conduct may only be referred to the Monitoring Officer; however, the Monitoring Officer at Northumberland County Council will only accept complaints made directly by individuals and will not accept referrals from the Council as employer. Whilst the legal framework may change in the future, the Council's duty of care to its employees exists now, and the revised policy sets out the lawful actions available to protect staff within the current constraints. To receive the Clerk's briefing note (enc)<sup>iii</sup> on the legal framework for employee complaints about councillors and to consider the revised Grievance Procedure as recommended by the Personnel Committee (enc)<sup>iv</sup>

#### **9. TRAINING COSTS REIMBURSEMENT POLICY**

To consider and agree to adopt the Training Costs Reimbursement Policy, which sets out the Council's approach to recovering training costs where an employee leaves within a specified period. Recommended by the Personnel Committee; the Clerk's briefing note (enc)<sup>v</sup> and draft policy (enc)<sup>vi</sup>, are attached.

#### **10. LONE WORKING POLICY**

To consider and agree to adopt the Lone Working Policy, which sets out the Council's arrangements to protect employees who work alone or without close supervision, in accordance with its duties under the Health and Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations 1999. Recommended by the Personnel Committee; the draft policy is attached (enc)<sup>vii</sup>

#### **11. BUILDING SECURITY AND VISITOR PROTOCOL**

To consider and agree to adopt the Building Security and Visitor Protocol, which sets out the Council's arrangements for managing access to Council premises and ensuring the safety of staff, councillors and visitors. Recommended by the Personnel Committee; the draft policy is attached (enc)<sup>viii</sup>

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## **12. IT POLICY**

In accordance with paragraph 1.54 of the Practitioners' Guide 2025 and the requirements of Assertion 10 of the Annual Governance Statement, to agree to adopt the Ashington Town Council IT Policy (enc)<sup>ix</sup>, ensuring compliance with the Council's digital and data governance obligations under the UK General Data Protection Regulation, the Data Protection Act 2018, and proper practices for smaller authorities. The policy is based on the NALC model IT Policy template, adapted to reflect the specific needs and working practices of Ashington Town Council.

*The Council notes that full compliance with all elements of Assertion 10 is being actively worked towards and that the Council will be in a position to make a complete and confident assertion when completing the 2026/27 Annual Governance and Accountability Return. In the interim, the adoption of this policy demonstrates the Council's commitment to meeting its digital and data governance obligations and its proactive approach to achieving compliance.*

## **13. FINANCIAL AND MANAGEMENT RISK ASSESSMENT**

To receive the Financial and Management Risk Assessment, which was presented to the January 2026 Full Council meeting for initial review. Members were invited to submit questions or comments following that meeting. The Council is now asked to consider the updated document, note the new and amended risks identified by the Executive Officer, and agree any further action required (enc)<sup>x</sup>

## **14. DATE, TIME, AND VENUE FOR THE NEXT FULL COUNCIL MEETING**

This is the Annual Meeting of the Council, that will agree the Chairs and Vice Chairs for the year ahead, as well as any committee membership. The consideration and agreement of updated policies will also be included on the agenda. The meeting will take place on Tuesday 26<sup>th</sup> May 2026, 6:00pm at Town Hall.

## **ENCLOSURES**

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- <sup>i</sup> Draft Full Council Minutes, 27<sup>th</sup> January 2026
- <sup>ii</sup> Personnel Committee Minutes, 24<sup>th</sup> February 2026
- <sup>iii</sup> Clerk's Briefing Note on revised Grievance Procedure
- <sup>iv</sup> Draft Grievance Procedure (as revised)
- <sup>v</sup> Clerk's Briefing Note on new Training Costs Policy
- <sup>vi</sup> Draft Training Costs Reimbursement Policy
- <sup>vii</sup> Draft Lone Working Policy
- <sup>viii</sup> Draft Building Security and Visitor Protocol
- <sup>ix</sup> Draft IT Policy 2026
- <sup>x</sup> Financial and Management Risk Assessment, January 2026

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