



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

12<sup>th</sup> May 2025

**To All members of the Council**

You are hereby summoned to attend the **Annual Meeting of the Council**, to be held in **THE COUNCIL CHAMBER, 65 STATION ROAD, NE63 8RU, on Tuesday 20<sup>th</sup> May 2025 at 6:00pm.**

The agenda for the meeting is set out below, along with associated papers. 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 (see item 6).

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

**Sarah Eden**  
**Executive Office/RFO**

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**AGENDA**

**1. ELECTION OF BUSINESS CHAIR**

Pursuant to section 15 (2) of the Local Government Act 1972, to receive nominations for Chair 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 (enc)<sup>i</sup>

**2. ACCEPTANCE OF OFFICE**

To sign and deliver a form that confirms the elected Chair's declaration of acceptance of office, in accordance with Local Government Act 1972, s83 (4).

**3. APOLOGIES FOR ABSENCE**

To receive any apologies for absence.

**4. DECLARATIONS OF INTEREST**

To receive any declarations of interest.

*Please note that these relate to matters on the agenda. You are required to complete a Declarations of Interests form and return this to the Monitoring Officer 28 days from taking office to register all interests.*

**5. DISPENSATIONS**

To receive and approve any dispensations in respect of Declarations of Interest given.

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*Please note that receiving a dispensation, which is granted by the meeting, allows you to stay in the room and/or speak on any matter for which you have declared an interest.*

## **6. 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.

## **7. DRAFT MINUTES OF PREVIOUS MEETING**

To receive and agree as a true record, the minutes of the last Full Council meeting held on 25<sup>th</sup> March 2025, noting that the draft was shared online in April (enc)<sup>ii</sup>

*Please note that only those Cllrs who were present at the meeting can approve the minutes as a true record.*

## **8. ELECTION OF BUSINESS VICE-CHAIR**

To receive nominations for Business Vice-Chair 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 (see enc i)

## **9. ELECTION OF CIVIC HEAD OF ASHINGTON**

To receive nominations for the position of Civic Head of Ashington and in the event of more than one Councillor being proposed and seconded to take a vote and elect the Councillor with the majority (see enc i)

## **10. ELECTION OF DEPUTY CIVIC HEAD OF ASHINGTON**

To receive nominations for the position of Deputy Civic Head of Ashington and in the event of more than one Councillor being proposed and seconded to take a vote and elect the Councillor with the majority (see enc i)

## **11. RESPONSIBLE FINANCIAL OFFICER**

Pursuant to section 151 of the Local Government Act 1972, to confirm that Sarah Eden shall be appointed as the Responsible Financial Officer (RFO) (see enc i)

## **12. STANDING ORDERS**

In accordance with the Local Government Act 1972, Sch 12, para 42, to agree to adopt the NALC Model Standing Orders (2018) England (updated in 2022) (Governance File)<sup>iii</sup>

## **13. FINANCIAL REGULATIONS**

In accordance with the Accounts and Audit Regulations 2015 (SI2015/234), to agree to adopt the NALC Model Financial Regulations (updated 2025) (Governance File)<sup>iv</sup>

## **14. STANDING COMMITTEES**

### **a) Finance and General Services Committee (FGS)**

To receive, consider, and agree the terms of reference of the Finance and General Services Committee (Governance File)<sup>v</sup>

### **b) Personnel Committee**

To receive, consider, and agree the terms of reference of the Personnel Committee, including members (Governance File)<sup>vi</sup>

### **c) Climate Change and Environment Committee**

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

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**d) Partnership Board**

To receive, consider, and agree the terms of reference of the Partnership Board, including members (Governance File)<sup>viii</sup>

**e) Youth Co-ordination Group**

To receive, consider, and agree the terms of reference of the Youth Co-ordination Group, including members (Governance File)<sup>ix</sup>

**f) Allotment Liaison Group**

To receive, consider, and agree the terms of reference of the Allotment Liaison Group, including members (Governance File)<sup>x</sup>

**g) CCTV Group**

To receive, consider, and agree the terms of reference of the Allotment Liaison Group, including members (Governance File)<sup>xi</sup>

**15. ASSETS REGISTER**

In accordance with the Accounts and Audit Regulations 2015 (SI2015/234), to receive and note the updated document (enc)<sup>xii</sup>

**16. INSURANCE ARRANGEMENTS**

In accordance with the Accounts and Audit Regulations 2015 (SI2015/234), to receive confirmation of arrangements for insurance (enc)<sup>xiii</sup>

**17. BANKING ARRANGEMENT**

To agree those members with authority to access and approve online payments (enc)<sup>xiv</sup>

**18. POLICIES AND PROCEDURES**

**a) Code of Conduct**

In accordance with the Localism Act 2011, 28 (12), to agree to adopt a Code of Conduct for Ashington Town Council (previously adopted May 2024) (Governance File)<sup>xv</sup>

**b) Complaints Procedure**

To agree to adopt the Complaints Procedure of the Council (previously adopted May 2024) (Governance File)<sup>xvi</sup>

**c) Equality, Diversity, and Inclusion Policy**

In accordance with the Equality Act 2010, to agree to adopt the updated Equality, Diversity, and Inclusion Policy (previously adopted May 2024) (Governance File)<sup>xvii</sup>

**d) Press and Media Policy**

In accordance with the Council's Standing Orders and communications protocol, to agree to adopt the updated Press and Media Policy (previously adopted May 2024) (Governance File)<sup>xviii</sup>

**e) Social Media and Email Policy**

In accordance with the Code of Conduct, Data Protection Act 1998, Freedom of Information Act 2000, Equality, Diversity and Inclusion Policy, and other applicable laws, to agree to adopt the updated Social Media and Email Policy (previously adopted May 2024) (Governance File)<sup>xix</sup>

**f) Data Protection Policy**

In accordance with the Data Protection Act 2018, to agree to adopt the updated Data Protection Policy (previously adopted May 2024) (Governance File)<sup>xx</sup>

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**g) Model Publication Scheme**

In accordance with the Freedom of Information Act 2020, to agree to adopt the Model Publication Scheme (previously adopted May 2024) (Governance File)<sup>xxi</sup>

**h) Safeguarding Policy**

To agree to adopt the updated Safeguarding Policy (previously adopted May 2024) (Governance File)<sup>xxii</sup>

**i) Employee Code of Conduct**

To agree to adopt the Employee Code of Conduct (previously adopted May 2024) (Governance File)<sup>xxiii</sup>

**j) Disciplinary Procedure**

To agree to adopt the updated Disciplinary Procedure (previously adopted May 2024) (Governance File)<sup>xxiv</sup>

**k) Grievance Procedure**

To agree to adopt the updated Grievance Procedure (previously adopted May 2024) (Governance File)<sup>xxv</sup>

**l) Health and Safety Policy**

To agree to adopt the Health and Safety Policy (previously adopted May 2024) (Governance File)<sup>xxvi</sup>

**m) Working from Home Policy**

To agree to adopt the updated Working from Home Policy (previously adopted May 2024) (Governance File)<sup>xxvii</sup>

**n) Councillor Officer Protocol**

To agree to adopt the Model NALC/SLCC Councillor Officer Protocol (previously adopted January 2025) (Governance File)<sup>xxviii</sup>

**o) Reserves Policy**

To agree to adopt the Reserves Policy (previously adopted November 2024) (Governance File)<sup>xxix</sup>

**p) Whistleblowing Policy**

To agree to adopt the Model NALC Whistleblowing Policy (Governance File)<sup>xxx</sup>

**19. REPRESENTATIVES ON OUTSIDE BODIES**

**a) Northumberland Association of Local Councils (NALC) (includes Town & Parish Liaison Working Group)**

To agree the representative on the NALC County Committee of Northumberland (enc)<sup>xxxi</sup>

*The Northumberland Association of Local Councils is an organisation which represents the interests of parish, town, and community councils, whilst offering specialist training, advice, and other support to its members. The County Committee of Northumberland meet quarterly on a Saturday morning.*

*All Councillors are encouraged to create their own sign-in to access the information on the NALC Website.*

To receive the Minutes of the meeting of the County Committee held at 10am on Saturday 1st March 2025 (held online) (enc)<sup>xxxii</sup>

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***b) Ashington Town Board***

To agree the representative on the Ashington Town Board.

*The Board aims to support regeneration in the town through investment, strengthening cultural assets, supporting skills and business development for local people and businesses. The Board was established in April 2021 and is made up of representatives from key public, private and community sector organisations.*

**20. DATE, TIME AND VENUE FOR THE NEXT MEETING**

Full Council Meeting (AGAR) – Tuesday 10<sup>th</sup> June 2025, 6:00pm, Council Chamber.

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## ENCLOSED AND INCLUDED IN GOVERNANCE FRAMEWORK AND POLICIES FILE

Items in bold are included, all other items are in the Governance Framework and Policies File you have been given.

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**i Roles at Ashington Town Council**

**ii Draft Minutes of the Full Council Meeting, 25<sup>th</sup> March 2025**

iii NALC Model Standing Orders (2018) England (updated in 2022)

iv NALC Model Financial Regulations (updated 2025)

v Terms of Reference of the Finance and General Services Committee

vi Terms of Reference of the Personnel Committee

vii Terms of Reference of the Climate Change Committee

viii Draft Partnership Board Terms of Reference

ix Youth Co-ordination Group

x Allotment Liaison Group

xi Allotment Liaison Group

**xii Assets Register Summary 2025**

**xiii Insurance Arrangements**

**xiv Bank Mandate Changes**

xv Code of Conduct

xvi Complaints Procedure

xvii Equality, Diversity, and Inclusion Policy

xviii Press and Media Policy

xix Social Media and Email Policy

xx Data Protection Policy

xxi Model Publication Scheme

xxii Safeguarding Policy

xxiii Employee Code of Conduct

xxiv Disciplinary Procedure

xxv Grievance Procedure

xxvi Health & Safety Policy

xxvii Working from Home Policy

xxviii Model Councillor Officer Protocol

xxix Reserves Policy

xxx Whistleblowing Policy

**xxxi NALC and Northumberland ALC**

**xxxii Minutes of the County Committee held on Saturday 1st March 2025**

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