



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

18th June 2025

To All members of the Climate Change and Environment Committee

You are hereby summoned to attend a meeting of the **CLIMATE CHANGE & ENVIRONMENT COMMITTEE**, in **THE COUNCIL CHAMBER, 65 STATION ROAD, NE63 8RU**, on **Tuesday 24th June 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.

Sarah Eden
Executive Office/RFO

AGENDA

1. ELECTION OF CHAIR

Prior to election of Chair, it would be appropriate to welcome all new members.

In accordance with Standing Orders, to appoint a Chair. In the event that more than one person is nominated, to take a vote and elect the person with the most votes.

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.

4. DISPENSATIONS

To receive and consider any dispensations. *This is only applicable where declaration of interest have been made.*

5. APOLOGIES FOR ABSENCE

To receive any apologies for absence.

6. ELECTION OF VICE-CHAIR

In accordance with Standing Orders, to appoint a Vice-Chair. In the event that more than one person is nominated, to take a vote and elect the person with the most votes.

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7. ADOPTION OF CODE OF CONDUCT FOR VOLUNTEERS

The Council has an established code of conduct for Councillors and officers. A Code of Conduct for volunteers has been developed to extend this framework to all volunteers working with or on behalf of the Council, including non-council members of this committee.

RECOMMENDATION: That the Climate Change & Environment Committee adopt the Council's Code of Conduct for Volunteers in full as the governing framework for volunteer conduct within the Group (enc)ⁱ

8. ADOPTION OF DATA PROTECTION AND PRIVACY POLICY

The Council adopted its Data Protection and Privacy Policy on 20th May 2025. The Policy applies to all Council activities, including non-council members on committees. Section 13 states that "everyone who works for, or on behalf of the Council has responsibility for ensuring data is collected, stored, and handled appropriately." This includes handling of contact details, meeting records, and correspondence from allotment representatives.

RECOMMENDATION: That the Climate Change & Environment Committee adopt the Council's Data Protection and Privacy Policy as the governing framework for all committee data handling activities (enc)ⁱⁱ

9. ADOPTION OF EQUALITY, DIVERSITY AND INCLUSION POLICY

The Council adopted its Equality, Diversity and Inclusion Policy on 20th May 2025. Section 9 of the Policy requires funded groups and those working on behalf of the Council, including Allotment Associations, to comply with equality legislation and demonstrate commitment to equality principles.

RECOMMENDATION: That the Climate Change & Environment Committee adopt the Council's Equality, Diversity and Inclusion Policy as the governing framework for all committee activities (enc)ⁱⁱⁱ

10. ADOPTION OF SAFEGUARDING POLICY

The Council adopted its Safeguarding Policy on 20th May 2025. The Policy applies to "all staff, councillors, volunteers, and contractors working for or on behalf of the Council" (Section 2), which includes allotment site representatives. Section 6.5 specifically addresses Allotments Management, recognising that regular inspections of allotment sites may involve contact with vulnerable adult tenants.

RECOMMENDATION: That the Climate Change & Environment Committee adopt the Council's Safeguarding Policy as the governing framework for all committee activities (enc)^{iv}

11. ADOPTION OF WHISTLEBLOWING POLICY

The Council adopted its Whistleblowing Policy on 20th May 2025. The Policy applies to "staff and others working on behalf of the council" (Section 1) and establishes procedures for reporting fraud, misconduct or wrongdoing. Section 3 states that "staff and others working on behalf of the council should be watchful for illegal or unethical conduct and report anything of that nature that they become aware of."

RECOMMENDATION: That the Climate Change & Environment Committee adopt the Council's Whistleblowing Policy as the governing framework for all committee activities (enc)^v

12. REPORT OF CCE MEETING

To receive the report of the meeting held on 18th February, and agree as a true record (enc)^{vi}

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13. OFFICERS UPDATE

To receive written update from the Events and Engagement Officer in respect of the ECO Fair, Great Big Green Week, and recent Climate training attended (to be tabled)

14. FORWARD PLAN AND MEMBER-LED PRIORITIES – DISCUSSION

To invite members to identify key issues, themes, or proposals they wish the committee to consider at future meetings.

15. DATE, TIME AND VENUE FOR THE NEXT MEETING

21st October 2025 (TBC)

ENCLOSURES

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- ⁱ Code of Conduct for Volunteers
 - ⁱⁱ Data Protection and Privacy Policy
 - ⁱⁱⁱ Equality, Diversity and Inclusion Policy
 - ^{iv} Safeguarding Policy
 - ^v Whistleblowing Policy
 - ^{vi} CCE Report of Meeting, 18th February 2025