

**Ashington Town Council**  
**AGREED Minutes of the Finance & General Services Committee Meeting held at**  
**6:00pm on Tuesday 15 March 2022**

**COUNCILLORS PRESENT:**

Lynne Grimshaw (Chair), Caroline Ball, Michelle Brannigan, Louis Brown, Vicky Brown, Marjorie Chambers, Matthew Cuthbert, Jim Lang, Liam Lavery, Mark Purvis, Sophie Robinson, John Tully, Bob Walkinshaw.

**ALSO, IN ATTENDANCE.**

Sarah Eden – Clerk/RFO  
Stephen Humphrey – ATC Assets and Facilities Manager  
Sharon Parmley – ATC Administration Officer (minute taking)

**FGS 21/153 APOLOGIES FOR ABSENCE.**

Apologies for absence were received from Cllrs. Eleanor Armstrong, Victor Bridges, Avril Chisholm, Lawrence Henderson, and Pauline Thompson.

**FGS 21/154 DISCLOSURE OF INTERESTS.**

There were no disclosures of interest.

**FGS 21/155 DISPENSATIONS.**

There were no dispensations received or to consider.

**FGS 21/156 PUBLIC PARTICIPATION.**

There were no questions received from members of the public.

**FGS 21/157 MINUTES OF LAST MEETING.**

It was **AGREED to RECEIVE and SIGN** the minutes of the meeting held on Tuesday 15<sup>th</sup> February 2022 as a true record.

**FGS 21/158 CLERK AND OFFICER UPDATES.**

It was **AGREED to RECEIVE** the following reports, which were sent out in advance of the meeting.

**New Website**

This is a standing item on Clerk and Officer updates, but the website is shaping up very well, thanks to Sharon Parmley. The website will become a mix of what is required from a Governance point of view and items of local interest. We have now linked Facebook and Instagram and are working efficiently to ensure all press releases are adapted to suit both media. Sharon has reached out to Community Groups so we can actively share their good news stories and events. The more links the Town Council has, the more the information we put out is received.

**Councillor Training**

At the last meeting it was raised that budget allocated to Councillor Training is not being spent. It was discussed that Members should come forward with any training needs, allowing the Clerk to seek external training or design in-house solutions as a result. A couple of suggestions have been put forward in regards Meeting Protocol, Climate Change/Carbon Literacy, Planning, and Equality, Diversity, and Inclusion. These are being explored as well as NALC circulars with available training being shared.

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**NCC Core Services/Partnership Agreement**

Paul Jones has responded to our request for information with the suggestion of a presentation which will cover:

- how partnerships with T&PCs have evolved over time across the county (general overview and key principles)
- the evolution of the partnerships with Ashington
- what the core service standards and the enhanced standards are
- an overview of Neighbourhood Services operational arrangements in Ashington.
- how performance is monitored and reported
- member service requests and feedback arrangements
- key developments/proposed changes in the coming year
- an open Q&A session.

We are trying to sort a suitable date and feel it would be better held when the Council Chamber is open to larger numbers than presently.

The first Partnership Meeting, under the new reporting regime will be held on Tuesday 22<sup>nd</sup> March at 2:00pm. A report of the meeting will be brought to the April Finance and General Services Committee.

**Environmental Proposal**

Following the agreement of the Council to progress a design scheme for Station Road, which is sustainable, low maintenance and with year-round interest and colour, officers met with Sean Murray, a celebrated expert in this field.

It was discussed that if the Council wish to seek a new scheme that encompasses sustainability and year-round interest, that this could be achieved in September 2022. Station Road and the Entrance Features are the priority, with a move to include more sustainable and interesting planting in planters and towers moving forward (*baskets and troughs are part of a three-year contract*).

Further to the Council's agreement that Sean Murray designs the schemes, it is fantastic to learn that Sean can also deliver the schemes, using local labour. This is a positive development as it reduces any risks associated with not being able to source the stock or the labour. The Council can also support any labour with our own workforce, thus reducing overall cost. As previously agreed, the schemes will be maintained in-house once delivered.

In view that the transformation will take place in September 2022, the beds on Station Road will be tidied and supplied with fine mulch, to provide the nutrients needed. The Council should be clear that it will not plant seasonals that will be landfill in September, and that instead will nurture what is there. It is being discussed with the Climate Change Group that their school competition could be to design 'work in progress' signs that get this message across, and these could be placed in the beds.

In the move towards more sustainable towers and planters, the three new tower planters being installed in the Haydon Ward will be planted according to a design by Sean which will see plants trailing over the sides of the black planter. Depending on how well this works, and how it is received, the Council could consider developing this type of scheme in

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all 32 planters. Unfortunately, barrier planters and hanging baskets do not lend themselves to sustainable planting with year-round interest and colour as they do not have the depth required; this should be discussed in the future.

The Council will receive designs and costs for Station Road, four Entrance Features and three Tower Planters at the Finance and General Services Committee in May. Stephen Humphrey has worked hard to secure a partnership with Sean Murray, which is a tremendous triumph, especially in the current climate.

**Northumberland County Council – Environmental Enforcement Officer**

The Service Level Agreement for 2022/23 has been signed and includes the additional clause, as agreed:

12.3 For the purposes of clause 1, “hours at work” does not include any time where the EEO is absent from work (whether due to annual leave, flexitime, injury, illness or any other reason). If The Service as set out in this SLA cannot be delivered by NCC due to staff absence, or can only be partially delivered, other than in circumstances described in clause 12.2 above, invoices for payment will be adjusted accordingly pro rata and NCC shall advise the Town Council of that fact as soon as reasonably practicable.

**Jack Charlton Statue**

The Clerk accompanied working group members Cllr Liam Lavery, Cllr Jim Lang and Cllr Mark Purvis to see the statue in clay, in readiness for the bronzing process. This was a whistle-stop tour to the studio of sculptor Douglas Jennings near High Barnet, London. Although any images of the statue are secret, we can report that the quality and attention to detail is outstanding. The folk of Ashington will be immensely proud and Cllr Lavery has liaised with Jack’s family recently on the finer design choices.

The Clerk has a meeting with NCC Officers at Hirst Park on 8<sup>th</sup> March; once planning and legal matters in regards the statue are signed off, the Council will step-up press releases and the arrangements for an event to support the unveiling.

All external funders have been written to, to keep them informed of developments. It is expected that further funding will be sought.

**Capital Works at Allotment Sites**

All works agreed at the last meeting were offered and accepted by the Council’s chosen contractors.

Works at Nursery Allotment have started, and an update is included in the proposed private session. Stephen Humphrey is pressing for start dates for work at High Market, North Seaton, and Woodhorn Allotments.

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**FGS 21/159 BUDGET AND EXPENDITURE 2021/22.**

**a) Updated Budget Report**

It was **AGREED to RECEIVE** the final Budget Report for 2021/22, sent out in advance of the meeting.

**b) Accounts Paid and to be Paid**

It was **AGREED to RECEIVE** the schedule of accounts and to endorse those accounts paid via delegated authority, and approve those accounts to be paid, since 18<sup>th</sup> February 2022.

**FGS 21/160 CLIMATE CHANGE AND ENVIRONMENTAL GROUP.**

**a) It was AGREED to RECEIVE** the draft Climate Change Action Plan sent out in advance of the meeting.

Cllr Lang explained to members that the Action Plan was a live document that would continually be reviewed. All proposed projects would come to a Council meeting for approval.

Climate change actions now have a 1, 2, 3 allocation, 1 = Continual, 2 = Current Year and 3 = Future Consideration.

In response to a request from Cllr Ball, it was agreed that the prioritisation in the Action Plan should be more detailed and achieved actions should be removed.

**b) It was AGREED to RECEIVE** the report from the meeting held on 10<sup>th</sup> March 2022, sent out in advance of the meeting.

**FGS 21/161 HER MAJESTY, THE QUEEN PLATINUM JUBILEE – THURSDAY 2<sup>ND</sup> JUNE – SUNDAY 5<sup>TH</sup> MAY.**

It was **AGREED** allocate a total pot of £5,000 funding towards the celebration of Her Majesty, The Queen becoming the first British Monarch to celebrate a Platinum Jubilee, commemorating 70 years of service.

It was discussed that the fund will enable non-profit making community and voluntary groups, within Ashington, to apply for a grant to help towards the cost of hosting events and commemorative activities.

It was **AGREED to ACCEPT** the amendment that awards should be reduced from £500 to £250 to allow more groups to benefit, and that there should be a fair distribution across all wards.

**FGS 21/162 CHRISTMAS LIGHTS DISPLAY.**

**a) It was AGREED to RECEIVE** the contract brief which was sent out before the meeting.

**b) It was AGREED** to set up small working group to oversee any tenders received and make recommendations for approval to the Finance and General Services committee.

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Councillors wishing to be involved included Cllr Marjorie Chambers, Cllr Vicky Brown, Cllr Caroline Ball and Cllr Sophie Robinson.

**FGS 21/163 DATE, TIME, AND VENUE FOR THE NEXT MEETING.**

The next Finance and General Services Committee meeting was scheduled for Tuesday 12<sup>th</sup> April 2022 at 6:00pm, venue to be agreed.

**FGS 21/164 EXCLUSION OF PRESS AND PUBLIC**

**The Town Council AGREED** to pass the following resolution:

That the press and public be excluded from the meeting during consideration of the following item, permitted under Part I of Schedule 12A of the Local Government Act 1972 (as amended by the Local Authorities (Access to Information) (Exempt Information) (England) Order 2006) Act; as the matter is confidential, for reason of 'terms of tenders, and proposals and counter proposals in negotiations for contracts'

**FGS 21/165 NURSERY PARK ALLOTMENT SITE.**

**It was AGREED to RECEIVE** an update on the boundary fencing and clearance work on the Nursery Park Allotment Site sent out in advance of the meeting.

**It was AGREED** to receive and approve the cost of additional, essential work from JSH Joinery & Property Maintenance at a cost of £4,200.

**FGS 21/166 EMPLOYEE RESOURCING.**

**a) Personnel Committee meeting 22<sup>nd</sup> February 2022**

**It was AGREED to RECEIVE** the Draft Minutes of the Personnel Committee meeting held on 22nd February 2022, and the accompanying Confidential Employee Resourcing Report.

**b) Personnel Committee Proposals**

**It was AGREED to RECEIVE and APPROVE** the proposals from the Personnel Committee:

- To commence recruitment of a second Neighbourhood Services Officer (SCP 11)
- To approve the updated Job Description and salary point (SCP 32) of the Assets and Facilities Manager
- To approve the updated Job Description and salary range (SCP 18-23) of the Senior Finance and Administrative Officer

It was noted that spinal point changes for the Clerk and current Neighbourhood Services Officer were due contractually.

**The meeting ended 8:45pm**