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8<sup>th</sup> March 2023

To all members of the Council

You are hereby summoned to attend a combined meeting of the **FULL COUNCIL** and the **FINANCE AND GENERAL SERVICES COMMITTEE**, being held in the **Council Chamber, Town Hall, Ashington, NE63 8RX, on Tuesday 21<sup>st</sup> March 2023, 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**  
**Clerk to the Town Council**

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## **FULL COUNCIL**

### **1. WELCOME BY THE CHAIR**

### **2. APOLOGIES FOR ABSENCE**

To receive any apologies for absence.

### **3. DISCLOSURES 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. RESIGNATION OF LEADER**

To formally receive the resignation of former Leader, Cllr Matthew Cuthbert, and to formally acknowledge the new Leader appointed by the Labour Group.

## **6. WAIVER OF CLLR SIX-MONTH ATTENDANCE RULE**

To receive a leave of absence request from Cllr Liam Lavery and agree in accordance with Section 85 of the Local Government Act 1972, Cllr Liam Lavery's non-attendance at meetings of the Council be approved for a period of 6-months on grounds of ill-health and recovery (enc)\*

## **7. 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 20<sup>th</sup> March 2023.*

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

To receive a verbal report from Inspector Wayne Daniels

## **9. MINUTES OF PREVIOUS MEETINGS**

### **a) Full Council, 31<sup>st</sup> January 2023**

To receive and sign as a true record, the minutes of the meeting held on Tuesday 31st January 2023 (enc)<sup>i</sup>

### **b) Extraordinary Full Council, 7<sup>th</sup> February 2023**

To receive and sign as a true record, the minutes of the meeting held on Tuesday 7<sup>th</sup> February 2023 (enc)<sup>ii</sup>

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

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

## **11. REPORT FROM THE LEADER OF THE COUNCIL (CLLR JOHN TULLY)**

To receive a verbal report from the Leader.

## **12. FINANCIAL AND MANAGEMENT RISK ASSESSMENT, MARCH 2023**

In accordance with the Accounts and Audit Regulations 2015 (SI2015/234), to receive and approve the updated document presented by the Clerk/RFO (enc)<sup>iii</sup>

## **13. ANNUAL MEETING OF THE COUNCIL**

To agree the date of the Annual Meeting of the Council, which must be held in May.

## **14. EXCLUSION OF PRESS AND PUBLIC**

Members are invited to consider passing 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 (1) Information relating to employee(s),

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\*Report on Waiver of six-month councillor attendance rule (section 85 of the Local Government Act 1972)

## **15. PERSONNEL**

### **a) Recruitment**

To note the recruitment process for the role of Administration Assistant, and details of vacancy advertised, and agree to advertise the vacancy via Indeed and Jobs North East, as well as the Council's own media (enc)<sup>iv</sup>

### **b) NJC Pay Scales 2023/24**

To note the early indications for NJC Pay Scales and agree the recommendation of the Personnel Committee to increase the 'Management and Support' budget using surplus funds at the year-end (enc)<sup>v</sup>

### **c) Reward and Recognition**

To receive and agree the recommendations of the Personnel Committee (*impacted employees should be given the opportunity to leave the meeting*) (enc as above)

## **FINANCE AND GENERAL SERVICES COMMITTEE AGENDA**

## **16. CHAIR OF COMMITTEE TO TAKE CHAIR**

## **17. MINUTES OF FGS MEETING HELD ON TUESDAY 14<sup>TH</sup> FEBRUARY 2023**

To receive and sign as a true record, the minutes of the meeting held on Tuesday 14<sup>th</sup> February 2023 (enc)<sup>vi</sup>

## **18. CLERK AND OFFICER UPDATES**

To receive written and verbal update on items actioned since the previous meeting (enc)<sup>vii</sup>

## **19. BUDGET AND EXPENDITURE 2022/23**

### **a) Budget Report**

To note that a complete end of year budget report will be received at the next FGS meeting, a report this late in the financial year, but not including the yearend has little significance

### **b) Accounts Paid**

To receive a schedule of accounts paid since the February FGS Meeting; and to endorse those accounts paid according to the Council's Financial Regulations (enc)<sup>viii</sup>

## **20. WANSBECK VALLEY FOOD BANK**

To receive an update on work this year to date, and agree to release 4<sup>th</sup> and final instalment of annual funding (enc)<sup>ix</sup>

## **21. WARM HUB FUNDING**

To agree to consider a request for funding towards a free community warm space with food and activities, and any contribution from the warm spaces funding pot (*Placed on the agenda by Cllr Jim Lang*) (enc)<sup>x</sup>

## **22. EVENTS ADVISORY GROUP**

### **a) Terms of Reference**

To receive draft terms of reference, and agree to adopt (enc)<sup>xi</sup>

### **b) Bunny Hop Easter Egg Hunt**

To receive and consider hosting this activity in partnership with traders. To agree a budget, and agree to delegate operational decisions, and spending to the Communication and Engagement Officer (enc)<sup>xii</sup>

### **c) Event Planner**

To receive the Council's usual events in the calendar year, to confirm these, and agree a budget for each to allow essential planning by the Events Advisory Committee (enc)<sup>xiii</sup>

### **23. EXCLUSION OF PRESS AND PUBLIC**

Members are invited to consider passing the following resolution:

That the press and public be excluded from the meeting during consideration of the following items, 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 (8) Expenditure proposed to be incurred for the supply of goods or services, and (9) terms proposed or to be proposed by the authority in the course of negotiations for a contract for the supply of services.

### **24. PROPOSED CAPITAL IMPROVEMENT WORKS TO ALLOTMENT WATER SYSTEMS – 2023/2024**

To receive a report of required works and associated costs from the Assets and Facilities Manager, to agree a plan for works to be completed, and agree to place order(s) for priority works, delegating to the Assets and Facilities Manager where appropriate (enc)<sup>xiv</sup>

### **25. DETACHED YOUTH WORK 2023/24**

To agree the details of funding for Detached Youth Provision via the Council's Community Support budget of £20,000 and a Memorandum of Understanding, and agree to delegate to the Clerk to progress partnership opportunity according to the desired obligations/outcomes (enc)<sup>xv</sup>

### **ENCLOSURES**

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<sup>i</sup> Draft Minutes of the Full Council Meeting held on Tuesday 31<sup>st</sup> January 2023

<sup>ii</sup> Draft Minutes of the Full Council Meeting held on Tuesday 7<sup>th</sup> February 2023

<sup>iii</sup> Financial and Management Risk Assessment, May 2022

<sup>iv</sup> P&C Recruitment

<sup>v</sup> P&C Reward and Recognition

<sup>vi</sup> Draft Minutes of the Finance and General Services Committee, 13<sup>th</sup> December 2022

<sup>vii</sup> Clerks and Officers Update (to be tabled)

<sup>viii</sup> Schedule of Accounts paid/to be paid

<sup>ix</sup> Wansbeck Valley Food Bank (to be tabled)

<sup>x</sup> Note of initiative

<sup>xi</sup> Events Advisory Group - TOR

<sup>xii</sup> Bunny Hop Easter Egg Hunt (to follow)

<sup>xiii</sup> Event Planner/Recommended budget for usual events (to follow)

<sup>xiv</sup> P&C Report of Proposed Capital Improvement Works to Allotment Water Systems

<sup>xv</sup> P&C Detached Youth Provision (Partnership Opportunity)