

BLYTH TOWN COUNCIL

**MINUTES OF POLICY WORKING GROUP MEETING HELD ON TUESDAY
28 FEBRUARY 2012, 6.00PM AT EBOR HOUSE, CHURCH STREET,
BLYTH.**

Present:

Councillors - J Condon
K Ellis
J Newman
K Nisbet
R Parker
J R Potts
O Potts
P Reid
L J Rickerby
I M R Tompkins
S Walker

In Attendance:

Town Clerk - S Noddings

PC022/8 1. APOLOGIES FOR ABSENCE

Apologies were received and accepted from Councillors A L Gibbs-Barton and S Davey.

PC023/9 2. MINUTES OF MEETING HELD ON 15 NOVEMBER 2011

The minutes of the meeting held on 15 November 2011 were discussed and moved an accurate record of the meeting by Councillor K Ellis. Agreed

PC024/10 3. DISCLOSURES OF INTEREST

There were no personal or prejudicial interests declared.

PC025/11 4. PRIORITIES – ACTIONS FROM PREVIOUS MEETING

4.1 Discipline and Grievance Procedure – Councillor P Reid reported that she was still working on her areas of action. Councillor S Walker provided the meeting with draft copies of Discipline at Work, Grievance Policy and the Code of Practice.

It was agreed that the word 'Council' should substitute 'Company'.

Initials:

5.2 Business for Budget/Council Meeting

Appendix II tabled by Councillor R Parker was discussed and it was agreed that option "C" be adopted on the proposal of Councillor J Newman and seconded by Councillor P Reid.

Appendix II attached for information.

5.3 Calendar of Meetings 2012-13

Appendix III tabled by Councillors R Parker and K Ellis was agreed.

Appendix III attached for information.

5.4 Times of Meetings 2012-13

It was agreed that all Council, Committee and Working Group Meetings would commence at 6.30pm during 2012-13.

PC027/12 6. BLYTH TOWN PLAN

Appendix IV tabled by the Town Clerk was discussed and it was agreed that once the Priorities had been agreed by Members that they should be placed in the public domain and shared at the Town Meeting in April.

It was agreed that the Town Plan should be a living document and that changes and adaptations would be introduced as a result of internal and external pressures and the achievement of priorities.

Agreed Action: All Committees to review the discussion draft and then bring back their recommendations to the Policy Working Group.

PC028/12 7. UPDATE REGARDING NEW OFFICE ACCOMMODATION

The meeting recognised that we were outgrowing the current accommodation at Ebor House and requested that Councillor J R Potts and the Town Clerk review available properties within Blyth and present this information to Members.

It was noted that Northumberland County Council only had two rooms available at Richard Stanard House each of approximately 2,000 square feet. Reay Security Ltd had office accommodation available at Arms Everytne House.

Agreed Action: JRP and SN to secure information and costs on both properties to be presented to Members.

Initials: