



## BLYTH TOWN COUNCIL

**To: ALL MEMBERS OF BLYTH TOWN COUNCIL**

You are hereby requested to attend a Meeting of the **Annual General Meeting of BLYTH TOWN COUNCIL** to be held in the Council Chamber, Arms Everytyn House, Quay Road, Blyth, NE24 2AS on Thursday 18 May 2017 at 6.30 pm.

**The Agenda for the meeting is set out below**

**Please note that Public Question Time is scheduled to take place prior to this Meeting at 6.00 pm for 20 minutes.**

A handwritten signature in black ink that reads 'J. Hughes'.

**JOE HUGHES  
TOWN CLERK  
BLYTH TOWN COUNCIL**

**27 April 2017**

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***Electronic devices can be used to access Committee papers.  
Please ensure that mobile phones are switched to silent mode during the meeting.***

**AGENDA:**

<b>1</b>	<b>Election of the Mayor</b>
<b>2</b>	<b>Receive the Mayor's Declaration of Acceptance of Office</b>
<b>3</b>	<b>Election of Deputy Mayor</b>
<b>4</b>	<b>Apologies for absence</b>
<b>5</b>	<b>Disclosure of Interests and the Grant of any Dispensations</b>
<b>6</b>	<b>To appoint representatives of Outside Bodies</b>
<b>7</b>	<b>To agree the establishment of the following Committees of the Town Council</b>

<b>Name of Committee (no of members)</b>	<b>Terms of reference and Powers</b>
Allotments (9)	To supervise and make decisions or recommendations regarding the operation of the Council's allotments.
Community Grants (9)	To award grants to outside bodies and to make recommendations for policies concerning the award of community grants.
Complaints and Grievances Panel (5 with substitutes allowed, see below)	<ol style="list-style-type: none"> <li>1. To consider and deal with complaints and/or grievances lodged by the public or staff.</li> <li>2. To make recommendation for improvements in working practices to minimise the likelihood of complaints or grievances.</li> </ol>
Environmental Services (9)	To supervise and make decisions or recommendations regarding any assets of the Council, except for assets relating to allotments.
Events (9)	To supervise and make decisions or recommendations regarding the Council's functions in providing entertainments or encouraging visitors.
Finance (9)	<ol style="list-style-type: none"> <li>1. To supervise and make decisions or recommendations in respect of the Council's overall financial affairs.</li> <li>2. To exercise the power allocated to the Finance Committee by the Council's Standing Orders and Financial Regulations.</li> <li>3. To supervise the audit of the Council.</li> <li>4. To supervise and make decisions or recommendations in respect of the Information Technology and compliance with the Local Government Transparency Code.</li> </ol>

	Planning & Development	<ol style="list-style-type: none"> <li>1. To exercise the role of the Council under the Planning Acts, including responding to consultations.</li> <li>2. To supervise and make decisions or recommendations concerning development within Blyth or its surrounding area.</li> </ol>
	Staff	To supervise and make decisions or recommendations regarding the Council's role as an employer.
	<i>Policy Working Group (all councillors Town Clerk/Deputy Town Clerk)</i>	<i>To make recommendations regarding policies of the Council, including making an annual review of all policies.</i>
<b>8</b>	<p><b>The following provision shall only apply to the Complaints and Grievance Panel</b></p> <p><i>"Where any member of the Committee is unable to attend a scheduled meeting of that body, for a reasonable reason, then a representative of that political group (if any), to which that member belongs, may, by written notice to the proper officer at any time before the day of the meeting in question, authorise the proper officer to make a change to the standing appointments of the committee to substitute an alternative member for the duration of that meeting."</i></p>	
<b>9</b>	<p><b>To appoint members to the Committees for the next municipal year</b></p> <p><i>NB Councillors appointed to committees shall so act until the next Annual Meeting of the Council or until they cease to be a Town Councillor or they are removed by a resolution of the Council.</i></p> <p><b><i>The Council then stood adjourned for a short period to enable the Committees to elect their respective Chairs and Vice-Chairs.</i></b></p>	
<b>10</b>	<p><b>Allotments Committee Meeting to be held after Agenda Item 10 to elect the Chair and Vice-Chair</b></p>	

<b>11</b>	<b>Community Grants Committee Meeting to be held at the rising of the Allotments Committee to elect the Chair and Vice-Chair</b>
<b>12</b>	<b>Complaints and Grievance Panel Meeting to be held at the rising of the Community Grants Committee to elect the Chair and Vice-Chair</b>
<b>13</b>	<b>Environmental Services Committee Meeting to be held at rising of the Complaints and Grievance Panel Meeting to elect the Chair and Vice-Chair</b>
<b>14</b>	<b>Events Committee Meeting to be held at the rising of the Environmental Services Committee to elect the Chair and Vice Chair</b>
<b>15</b>	<b>Finance Committee Meeting to be held at rising of the Events Committee Meeting to elect the Chair and Vice-Chair</b>
<b>16</b>	<b>Planning &amp; Development Committee Meeting to be held at rising of the Finance Committee Meeting to elect the Chair and Vice-Chair</b>
<b>17</b>	<b>Staff Committee Meeting to be held at rising of the Planning &amp; Development Committee Meeting to elect the Chair and Vice-Chair</b>
<b>18</b>	<b>Policy Working Group Meeting to be held at rising of the Staff Committee to elect the Chair and Vice-Chair</b>
<b>19</b>	<b>Minutes of the previous Council Meeting</b>  To adopt the minutes of the Full Council Meeting held on Thursday, 23 March 2017.
<b>20</b>	<b>Minutes of the Allotments Committee</b>  There have been no meetings of the Allotments Committee since the last meeting of the Town Council.
<b>21</b>	<b>Minutes of the Community Grants Committee</b>  There have been no meetings of the Community Grants Committee since the last meeting of the Town Council.

<b>22</b>	<p><b>Minutes of Environmental Services Committee</b></p> <p>To adopt the minutes of the Environmental Services Committee held on 11 April 2017.</p> <p><b>Partnership Board</b></p> <p>To adopt the minutes of the Partnership Board meeting held on 30 March and 27 April 2017.</p>
<b>23</b>	<p><b>Minutes of Events Committee</b></p> <p>To adopt the minutes of the Events Committee held on 23 March 2017 (Part I &amp; II) and the 28 March 2017.</p>
<b>24</b>	<p><b>Minutes of Finance Committee</b></p> <p>To adopt the minutes of the Finance Committee held on 20 April 2017.</p>
<b>25</b>	<p><b>Minutes of Planning and Development Committee</b></p> <p>To adopt the minutes of the Planning and Development Committee held on 27 April 2017.</p>
<b>26</b>	<p><b>Minutes of Staff Committee</b></p> <p>There have been no meetings of the Staff Committee since the last meeting of the Town Council.</p>
<b>27</b>	<p><b>Minutes of the Policy working Group</b></p> <p>There have been no meetings of the Policy Working Group since the last meeting of the Town Council.</p>
<b>28</b>	<p><b>Register of Interests</b></p> <p>To remind Councillors of the need to regularly review and revise their personal Declarations of Interest.</p>
<b>29</b>	<p><b>Tour of Britain Stage 2 – Blyth (Monday, 4 September 2017)</b></p> <p>Update with regard to the arrangements will be given.</p>
<b>30</b>	<p><b>Warwickshire Regiment</b></p> <p>Update from Councillor J R Potts.</p>

<b>31</b>	<p><b>Finance</b></p> <ul style="list-style-type: none"> <li>• Approval of the Annual Governance Statement for 2016/17</li> <li>• Approval of the Accounting Statements for 2016/17 – Section 2</li> <li>• Approval of the Annual Internal Audit Report for 2016/17</li> <li>• Council’s Internal Auditor’s Report</li> </ul>
<b>32</b>	<p><b>Items for Information and Urgent Business</b></p> <p>This item is only for items of information to be given to Town Councillors and for items which either the Committee Chair or Town Clerk consider to be genuinely urgent.</p>
<b>33</b>	<p><b>Date and Time of Next Meeting</b></p> <p>Thursday, 13 July 2017, 6.30 pm in the Council Chamber, Arms Everytne House.</p>
<b>34</b>	<p><b>Part II</b></p> <p>Pursuant to the Public Bodies (Admission to Meetings) Act 1960; that in view of the confidential nature of the business about to be transacted, it is advisable in the public interest that the press and public be excluded and they are instructed to withdraw.</p>

**MEMBERS OF THE COUNCIL:**

Councillor E Anderson-Smith  
Councillor D Carr  
Councillor A Cartie  
Councillor K Ellis  
Councillor K Nisbet  
Councillor R Parker  
Councillor J Potts  
Councillor O Potts  
Councillor J Reid  
Councillor M Richardson  
Councillor L Rickerby  
Councillor S Stanger

Councillor W Taylor  
Councillor G Thompson  
Councillor D Walls  
Councillor G Webb