



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 10 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.

**JOE HUGHES
TOWN CLERK
BLYTH TOWN COUNCIL**

5 April 2018

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

AGENDA:

1	Election of the Mayor
2	Receive the Mayor's Declaration of Acceptance of Office
3	Election of Deputy Mayor
4	Apologies for absence
5	Disclosure of Interests and the Grant of any Dispensations
6	To appoint representatives of Outside Bodies

7 To agree the establishment of the following Committees & Sub Committees of the Town Council					
Standing Committee	Total	Lab	Lib Dem	Con	Ind
Environment (includes Allotments/Partnership etc)	12	?	?	?	?
Community Development (includes Planning/Community Grants/Community Events etc)	12	?	?	?	?
Governance (includes Strategic Priorities/Budgets/Staff/Complaints etc)	12	?	?	?	?
Total	36	25	7	2	2
Proportion %	100 %	68.7 %	18.7 %	6.25 %	6.25 %
Labour need to allocate to Committees – 8,8,9 members Lib/Dem need to allocated 2,2,3 members Single members will be allocated to remaining seats by ballot if necessary					
Sub Committees					
Complaints & Grievance (Governance)	9	6	?	?	?
Planning (Community Development)	9	6	?	?	?
Staff (Governance)	9	6	?	?	?
Total	27	18	5	2	2
Proportion %	100	68.7	18.7	6.25	6.25
Lib/Dem need to allocated 2,2,1 members Single members will be allocated to remaining seats by ballot if necessary					
Working Groups e.g. Community Grants/Events/Partnership					
Proportion % (any recommendations of a working group needs appropriate Standing Committee Approval)	100	68.7	18.7	6.25	6.25
Suggested – Option 1	7	5	1	1	
Suggested – Option 2	5	3	1	1	

Please see attached for Terms of Reference for Committees

***NCC Councillor representation on Partnership to be determined**

8	<p>The following provision shall only apply to the Complaints and Grievance Panel</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>
9	<p>To appoint members to the Committees for the next municipal year</p> <p><i>NB Councillors appointed to Committees shall so act until the next Annual Meeting of the Council or until the cease to be a Town Councillor or they are removed by a resolution of the Council.</i></p> <p>The Council stood adjourned for a short period to enable the Committees to elect their respective Chairs and Vice-Chairs.</p>
10	<p>Environment Committee Meeting to be held after Agenda Item 9 to elect the Chair and Vice-Chair</p>
11	<p>Community Development Committee Meeting to be held at the rising of the Environment Committee to elect the Chair and Vice-Chair</p>
12	<p>Governance Committee Meeting to be held at the rising of the Community Development Committee to elect the Chair and Vice-Chair</p>
13	<p>Complaints and Grievance Sub-Committee Meeting to be held at rising of the Governance Committee Meeting to elect the Chair and Vice-Chair</p>
14	<p>Planning & Development Sub-Committee Meeting to be held at rising of the Complaints and Grievance Sub-Committee to elect the Chair and Vice-Chair</p>
15	<p>Staff Sub-Committee Meeting to be held at rising of the Planning & Development Sub-Committee to elect the Chair and Vice- Chair</p>

16	Community Grants Working Group to be held at rising of Staff Sub-Committee to elect the Chair and Vice-Chair
17	Events Working Group to be held at rising of Community Grants Working Group to elect a Chair and Vice-Chair
18	Partnership Working Group to be held at rising of Events Working Group Committee to elect the Chair and Vice-Chair (previously Chair and Vice-Chair of Environmental Services Committee)
19	The Council Resumed Minutes of the previous Council Meeting To adopt the minutes of the Special Full Council Meeting held on Thursday, 8 March 2018
20	Minutes of the Allotments Committee There have been no meetings of the Allotments Committee since the last meeting of the Town Council.
21	Minutes of the Community Grants Committee There have been no meetings of the Community Grants Committee since the last meeting of the Town Council.
22	Minutes of Environmental Services Committee To adopt the minutes of the Environmental Services Committee held on 10 April 2018. Partnership Board To adopt the minutes of the Partnership Board meeting held on 29 March and 26 April 2018.
23	Minutes of Events Committee To adopt the minutes of the Events Committee held on 27 March (Part I and II) and 17 April 2018 (Part I and II).

24	Minutes of Finance Committee To adopt the minutes of the Finance Committee held on 24 April 2018.
25	Minutes of Planning and Development Committee To adopt the minutes of the Finance Committee held on 5 April 2018.
26	Minutes of Staff Committee There have been no meetings of the Staff Committee since the last meeting of the Town Council.
27	Minutes of the Policy working Group To adopt the minutes of the Policy Working Group held on Thursday 8 March 2018.
28	Register of Interests To remind Councillors of the need to regularly review and revise their personal Declarations of Interest.
29	Finance <ul style="list-style-type: none"> • Approval of the Annual Governance Statement for 2017/18 • Approval of the Accounting Statements for 2017/18 – Section 2 • Approval of the Annual Internal Audit Report for 2017/18 • Council’s Internal Auditor’s Report
30	Items for Information and Urgent Business 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.
31	Date and Time of Next Meeting Thursday, 12 July 2018, 6.30 pm in the Council Chamber, Arms Everytne House.

32	PART II
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	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.
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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