



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 Everytne House, Quay Road, Blyth, NE24 2AS on Thursday 9 May 2019 at 6.30 pm.

The Agenda for the meeting is set out below

Public Question Time will take place at **6.00 pm for 20 minutes**. A person may ask a maximum of two questions which must be relevant to Blyth Town Council. Written questions are preferred; however, questions will be accepted at Council. No discussion or debate will take place on the question once it has been answered. Only one person will answer a question. Questions and responses will be anonymised and publicised on the Blyth Town Council website. **The Question Time procedure is available on the website by following this link** <https://www.blythtowncouncil.org.uk/freedomofinformation.php>

**JOE HUGHES
TOWN CLERK
BLYTH TOWN COUNCIL**

1 May 2019

***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 a To appoint representatives of Outside Bodies

- NALC
- Disabled Forum
- LMAPS/COSH
- Friends of Ridley Park
- Young People
- BRIC

6 b To appoint 4 Blyth Town Councillors to the Blyth Town Forum

7. To agree the establishment of the following Committees & Sub Committees of the Town Council (based on previous allocations)					
Standing Committee	Total	Lab.	Lib. Dem.	Con.	
Environment (includes Allotments/Partnership etc)	12	9	2	1	
Community Development (includes Planning/Community Grants/Community Events etc)	12	9	2	1	
Governance (includes Strategic Priorities/Budgets/Staff/Complaints etc)	12	9	3	0	
Total	36	27	7	2	
Proportion %	100 %	75.0 %	18.75 %	6.25 %	
Labour need to allocate to Committees – 27 members (suggestions in table) Lib/Dem need to allocate - 7 members (suggestions in table) Single members (non-group) will be allocated to remaining seats.					
Sub Committees					
Complaints & Grievance (Governance)	9	7	2	0	
Planning (Community Development)	9	7	1	1	
Staff (Governance)	9	7	2	0	
Community Funding (Community Development)	9	6	2	1	
Total	36	27	7	2	
Proportion %	100	75	18.75	6.25	
Labour need to allocate - 27 members (suggestions in table) Lib/Dem need to allocate - 7 members (suggestions in table) Single members (non- group) will be allocated to remaining seats.					
Working Groups e.g. Events/Partnership					
All members can attend working groups (any recommendations of a working group need appropriate Standing Committee Approval).					

**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 they 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>Community Development Committee Meeting to be held after Agenda Item 9 to elect the Chair and Vice-Chair</p>
11	<p>Environment Committee Meeting to be held at the rising of the Community Development Committee to elect the Chair and Vice-Chair</p>
12	<p>Governance Committee Meeting to be held at the rising of the Environment Committee to elect the Chair and Vice-Chair</p>
13	<p>Community Funding Sub Committee to be held at rising of the Governance Committee to elect the Chair and Vice-Chair</p>
14	<p>Complaints and Grievance Sub Committee Meeting to be held at rising of the Community Funding Sub Committee Meeting to elect the Chair and Vice-Chair</p>
15	<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>

16	Staff Sub Committee Meeting to be held at rising of the Planning & Development Sub Committee to elect the Chair and Vice- Chair
17	<p>Working Groups – the following Working Groups need to allocate a Chair and Vice Chair. The Chair and Vice Chair of any other working groups (once they are determined) will be decided by the Standing Committee.</p> <p>Events Working Group to be held at rising of the Staff Sub Committee to elect a Chair and Vice-Chair</p>
18	<p>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 Environment Committee)</p>
19	<p>The Council Resumed</p> <p>Minutes of the previous Council Meeting</p> <ul style="list-style-type: none"> a) To adopt the minutes of the Full Council Meeting held on Thursday 17 January 2019. b) To adopt the minutes of the Special Full Council Meeting held on Tuesday 12 February 2019 re: BTC Newsletter and Northumbria in Bloom. c) To adopt the minutes of the Special Full Council Meeting held on Tuesday 19 March 2019 Part I re Partnership Agreement 2019/2024 and Briardale House & Part II re Briardale House. d) To adopt the minutes of the Special Full Council Meeting held on Tuesday 16 April 2019.
20	<p>Minutes of the Community Development Committee</p> <ul style="list-style-type: none"> a) To note the minutes of the Special Community Development Committee held on Thursday 17 January 2019 as a true record. b) To note the minutes of the Community Development Committee (part I and II) held on Tuesday 12 March 2019 as a true record. <p>Minutes of the Planning & Development Sub Committee</p> <ul style="list-style-type: none"> c) To note the minutes of the Planning & Development Sub Committee held on Thursday 28 February 2019 as a true record.

21	<p>Minutes of the Environment Committee</p> <p>a) To note the minutes of the Environment Committee held on Thursday 28 February 2019 as a true record.</p> <p>Minutes of the Partnership Working Group</p> <p>b) To note the minutes of the Partnership Working Group held on Thursday 21 March 2019.</p>
22	<p>Minutes of the Governance Committee</p> <p>To note the minutes of the Governance Committee held on Tuesday 16 April 2019 as a true record.</p>
23	<p>Register of Interests</p> <p>To remind Councillors of the need to regularly review and revise their personal Declarations of Interest.</p>
24	<p>Annual Governance and Accountability Return 2018/19</p> <p>Approval of the following:</p> <ol style="list-style-type: none"> 1. Council's Internal Auditor's Report 2. Annual Internal Audit Report for 2018/19 3. Annual Governance Statement for 2018/19 4. Accounting Statements for 2018/19
25	<p>Decision Report</p> <p>Please see attached report regarding :</p> <ol style="list-style-type: none"> 1. Scheme of Delegation 2. BTC Policies & Procedures
26	<p>Items for Information and Urgent Business</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>
27	<p>Date and Time of Next Meeting</p> <p>Thursday, 25 July 2019, 6.30 pm in the Council Chamber, Arms Everytne House.</p>

28	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