



BLYTH TOWN COUNCIL

TO: ALL MEMBERS OF THE GOVERNANCE COMMITTEE

You are hereby requested to attend a meeting of **Blyth Town Council's Governance Committee** to be held in the Council Chamber, Arms Everytyn House, Quay Road, Blyth, NE24 2AS, on Tuesday 16 April 2019 at 6.30 pm

The Agenda for this meeting is set out below

**Joseph Hughes
Town Clerk
Blyth Town Council**

Date: 9 April 2019

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

Information reports that have been circulated with this agenda will not form part of the meeting. The contents are intended for information only. Should any member have questions or want further information about the items, please contact the Town Clerk and Deputy Town Clerk in the first instance.

AGENDA

1	Apologies for Absence
2	Disclosure of Interests and Grant of Dispensations
3	Minutes of Governance Committee held on Thursday 10 January 2019 To note the minutes as a true record.

4	Bank Reconciliation 2018/2019 Please see attached.
5	Decision Report Please see attached report from the Town Clerk regarding: <ul style="list-style-type: none"> • Review of Establishment • Appointment of Internal Auditor • Proposed Office Accommodation Working Group
6	Information Report (not for discussion at Committee) <ul style="list-style-type: none"> • FOI • Bridging Software –VAT • Staff Appraisals • NALC Pay Award • Sickness
7	Any Other 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.
8	Date and Time of Next Meeting The next meeting of the Governance Committee will be held on Tuesday 2 July 2019 in the Council Chamber at Arms Everytne House.
9	Part II 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.

Members of the Governance Committee

J R Potts (Chair)	J Reid
W Taylor (Vice-Chair)	M Richardson
E Anderson-Smith	L Rickerby
A Cartie	S Stanger
K Nisbet	G Webb
R Parker	
O Potts	

BLYTH TOWN COUNCIL

MISSION STATEMENT

Blyth Town Council is committed to participating fully in the development of a vibrant and growing community that will encourage business and community activity.

ROLE OF THE COUNCIL

- To promote the environmental, social and economic wellbeing of the town and its community.
- To provide high quality core services in the most effective and efficient manner which will deliver the Council's agreed priorities and objectives.
- Provide leadership and be a voice for the community in all matters which impact on the town and the community.
- To work in partnership locally and regionally to meet common goals and outcomes.

Terms of Reference – Governance Committee

The Committee will be responsible for the management, research and development of the following areas:-

To co-ordinate the recommendations of the other Committees on strategic priorities, budget proposals (revenue and capital), and proposals on policies and procedures to enable the Committee to recommend a holistic approach in agreeing strategic priorities and objectives, and recommend to the Council an annual budget and the annual precept to be levied by the Council together with action plans, which will deliver those priorities and objectives.

To carry out an annual review of Standing Orders and Financial Regulations and make recommendations to the Council on any necessary changes.

To receive reports from the other Committees on performance reviews in relation to Committee action plans as well as budget reports comparing expenditure and income against overall budgets and recommending any necessary action to the Council.

To ensure the preparation of annual accounts and arrange for their external audit.

To review the Council's governance arrangements in compliance with good practice and make recommendations to the Council on any changes.

To arrange for the annual review of the Council's insurances and to oversee the procedure for risk assessment.

To ensure that there are robust and adequate Health and Safety arrangements in place within the Council in respect of all of its activities and to ensure that these are understood and adhered to in all cases.

To consider any matters of policy which do not fall clearly within the responsibilities of any other Committee and to make recommendations to the Council.

To oversee all employment and staffing matters including disciplinary procedures.

To manage the Council's complaints procedure and to consider any complaints made against the Council in accordance with that procedure.

To consider any complaints made against any member of the Council and take appropriate action in consultation with Northumberland County Council's Monitoring Officer where appropriate.

To consider an overall communications strategy including Community engagement for recommendation for adoption by the Council.

The Committee may delegate any of its functions to a Sub-Committee or the Clerk of the Council.

Powers Delegated to the Town Clerk within the responsibilities of the Governance Committee

See powers delegated to the Town Clerk on financial and staffing matters included within Section 7 of this Report. (Powers delegated to Officers).

Delegation to Officers

The Clerk to the Council is both the Proper Officer and shall carry out the functions of the "Proper Officer" as provided by the Local Government Act 1972 and as set out in the "job description" for the post, as well as the Responsible Financial Officer to the Council and is responsible for the Town Council's accounting procedures, financial records and is accountable for the proper administration of its finances in line with the

current Account and Audit Regulations and the Council's adopted Financial Regulations.

In the absence of the Clerk, the full authority of the Proper Officer and Responsible Financial Officer passes to the Deputy Clerk.

Additionally, the Clerk may delegate to the Deputy Clerk or any other staff member if appropriate, to undertake functions delegated to the Proper Officer.

Delegated actions to the Clerk or other Officer shall be in accordance with Standing Orders, Financial Regulations, and this Scheme of Delegation.

The Clerk is specifically empowered as follows:

Financial and Audit Powers and Authority

Power to make day to day purchases on behalf of the Council in order to exercise its functions duties, and responsibilities in accordance with Financial Regulations.

Power to authorise use of all Council facilities and equipment in accordance with any Council charging policies.

Power to deal with all aspects of the Council's insurances and to negotiate and accept terms for renewal as and when required.

To negotiate and recommend to the Council terms for acceptance relating to the Council's Banking arrangements.

To make proper arrangements for the payment of all sums owing to the Council and for the receipt of all sums due to the Council and to take appropriate recovery action where necessary.

Power to seek and obtain any grants and donations for which the Council may be entitled to apply.

Power to authorise any remedial or maintenance work on Council property or assets.

Power to invest surplus funds in accordance with Council's agreed policy.

Authority to vire budget amounts within a committee's budget in consultation with the appropriate committee Chair in accordance with Financial Regulations. Any virement made under this power should be reported to the appropriate Committee(s) at their next meeting for information.

Staffing - delegated power

Authorised to apply the Council's staffing, employment and disciplinary procedures in accordance with agreed policies.

Power to appoint staff (full time, part time and temporary) in accordance with the current Council policy.

Power to engage professional and consultancy advice in consultation with the Chairman of the Council up to a single amount per engagement of £5,000.

Power to authorise staff to use private cars and pay casual user mileage allowance for essential duties.

Power to implement nationally agreed salary/pay awards subject to details being reported for information to the next meeting of the Governance Committee.

Power to sanction and authorise payment of overtime within budget provisions.

Other General delegated Powers.

Power to take immediate action on all other urgent matters subject to consultation with all of the Committee Chairs or Vice-Chairs and a full report being taken to the next relevant Council or committee meeting.

Power to let contracts for works, supply of goods or services as required provided procurement is in accordance with the Council's Standing Orders and Financial Regulations.

Power to delegate any functions delegated to the Town Clerk to any other member of staff of Blyth Town Council.

Any powers delegated by the individual committees within their terms of reference.

GOVERNANCE COMMITTEE BUDGET 2019/20

CODE	SUB CODE	DETAIL	BUDGET 2019/20
100		EMPLOYEE COSTS	
101		Payroll service	50.00
102		Travel / Subsistence	2,300.00
103		Training	2,500.00
104		Recruitment Costs	500.00
		Salaries, NI, pension contributions	204,700.00
198		Possible Increase in Pay/Overtime	3,900.00
199		Contingencies	4,000.00
1999		Employee Life Insurance	3,000.00
200		OFFICE COSTS	
201		Rent	37,100.00
202		Service Charges	9,500.00
205		Non-Domestic Rates	15,270.00
207		Telecomms	3,500.00
208		IT Equipment	1,000.00
209		Postages	500.00
210		Printing & Stationery	2,200.00
211		Furniture & Equipment	800.00
212		Office Running Costs	700.00
213		Insurances	7,000.00
216		Cleaning (Reay Security)	1,600.00
217		IT Software/Website Development	1,500.00
218		Hospitality	500.00
299		Contingencies	500.00
		Income	
9005	51	Council Chamber booking	
300		FEES & CHARGES	
301		Audit - Internal	1,100.00
302		Audit - External	2,100.00
303		Election Expenses	10,000.00
305		Public Notices	250.00
306		Software Licence Fees, Email & Website Hosting, Back-up Service	5,200.00
307		Subscriptions and Memberships	4,830.00
309		Professional Fees and Consultancy Services	5,000.00
310		Publications	200.00
311		IT Maintenance Contract	1,730.00
312		Publicity	2,500.00

399		Contingencies	1,000.00
400		MEMBER EXPENSES	
401		Councillor Expenses	600.00
402		Councillor Training	1,000.00
403		Broadband & Telephone line & rental (x16)	2,500.00
404		Laptop & printer (x16)	1,200.00
499		Contingencies	500.00
500		CIVIC EVENTS	
501		Mayoral Expenses	1,500.00
502		Civic Expenses & Town Twinning	5,000.00
503		Remembrance Day	1,500.00
504		Submariners event donation	250.00
505		St.Marys/Cuthberts Churches donations	100.00
506		Gifts and corporate items	1,000.00
599		Contingencies	500.00
1100		FINANCE	
1102		Bank charges	250.00
1199		Contingencies	5,000.00
		Income	
9002		Investment Account Income	22,000.00
9005	52	Other income	0.00
		GOVERNANCE COMMITTEE TOTAL EXPENDITURE	346,530.00
		GOVERNANCE COMMITTEE TOTAL INCOME	22,000.00