



## BLYTH TOWN COUNCIL

TO: **ALL MEMBERS OF THE ENVIRONMENT COMMITTEE**

You are hereby requested to attend a **SPECIAL** meeting of **BLYTH TOWN COUNCIL'S ENVIRONMENT COMMITTEE** to be held in the Council Chamber, Arms Everytyn House, Quay Road, Blyth, NE24 2AS, on Tuesday 10 September 2019 at **5.30 pm**

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

**Joseph Hughes**  
Town Clerk  
Blyth Town Council

**Date 3 September 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**

|          |  |
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| <b>1</b> | <b>APOLOGIES FOR ABSENCE</b>   |
| <b>2</b> | <b>DISCLOSURE OF INTERESTS AND GRANT OF DISPENSATIONS</b>  |
| <b>3</b> | <b>BOWES STREET DEVELOPMENT</b><br><br>Richard McKenzie and Anne Lawson in attendance.   |
| <b>4</b> | <b>MINUTES OF ENVIRONMENT COMMITTEE</b><br><br>To accept the minutes of the Environment Committee held on 30 July 2019 (Part I and II) as a true record. |

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|----------|---|
| <b>5</b> | <p><b>ANY OTHER 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>6</b> | <p><b>DATE AND TIME OF NEXT MEETING</b></p> <p>The next meeting of the Environment Committee will be held on Tuesday 29 October 2019 6.30 pm in the Council Chamber, Arms Everytne House.</p>   |
| <b>7</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> <p><b>Additional Enforcement Officer Provision in Blyth</b></p> <p>John Robertson in attendance.</p> |

### **Members of the Environment Committee**

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

## **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 – Environment Committee**

The Committee will be responsible for the management, research and development of the following areas in accordance with Council policies, Standing Orders and Financial Regulations.

Day to day management of all assets e.g. play areas, allotments, open spaces, litter bins, bus shelters, flower beds and the enhancement of those services within the contract with the County Council and any other relevant contractor.

The Committee will consider and agree service standards for services within the contract and amend the contract subject to any budget requirements, so that they are consistent with the Council's priorities and objectives and provide best value for money.

The management and delivery of the Britain in Bloom and Blyth in Bloom competitions.

The annual consideration of priorities and objectives in relation to the services provided by the Town Council as well as other partner organisations and to recommend any changes in those priorities.

To work in partnership with relevant bodies and organisations in delivering the Council's strategic objectives and outcomes.

Preparation of an annual service budget, both capital and revenue, with proposals over a three year period, which reflect the Committees strategic objectives and priorities, and submitting these proposals through the Governance Committee within a timetable to enable the Council to set a fixed budget and agree a precept within the statutory guidelines.

To deliver those services in accordance with the approved budget.

To agree service action plans on service standards and outcomes to be achieved in line with its approved budget.

To monitor and review those action plans and budget performance at each committee meeting and report to the Council through the Governance Committee.

### General Scheme of Delegation to Committees

**1.(a)** The Council resolves to delegate to every Committee of the Council full powers to act in all matters covered by the Committee's Terms of Reference **subject to:-**

- a. the provision of any Standing Order or Financial Regulation for the time being in force, except where such Order or Regulation has been specifically waived by resolution of the Council.
- b. Prior Council approval of annual capital and revenue estimates.
- c. Any scheme requiring application for consent to borrow having first been approved by Council and loan sanction secured.
- d. When matters of major policy are involved, the existence of a policy approved by the Council. In the absence of such policy, Committees and any Sub-committees may consider the matter and make recommendations to the Council via the Governance Committee.

### **Major Policy will rise either:**

- a. On matters of major importance which have not previously been before the Council or
- b. Matters which have arisen in other committees or Sub-Committees but which cannot be resolved by them in the absence of agreed Council policy or
- c. In cases of doubt where major policy is involved, the Chair of the Council or Chairs of any other Committee or Sub-Committee, or in their absence the appropriate Vice-Chair may, before a decision is taken, state that a matter of major policy is involved.

d. Prior Council approval to recommendations for the allocation of duties, powers and guidelines to Committees.

**1. (b)** The exercise by Committees of the powers shall be without derogation to the powers of the Council to call for a report on any Committee decision.

**1. (c)** Every Committee shall have power to authorise an Officer, after consultation with the Chair of the Committee, to take decisions on specific urgent matters falling within its own Terms of Reference as it sees fit.

**1. (d)** Notwithstanding the powers delegated to Committees, the Council retain the right to exercise such powers where necessary.

### **Powers delegated to the Town Clerk;**

The Clerk shall be delegated to undertake the day to day management of all assets within the Committee's Terms of Reference e.g. these will include:

- Management of playgrounds and open spaces.
- Day to day management of the partnership arrangements with Northumberland County Council and other contractors.
- Let allotments, serve notices to cultivate or terminate allotment tenancies on breach of any tenancy conditions.
- Draw up a management plan for the maintenance, repair, development and improvement including proposals for charges to tenants for each of the allotment areas which will be presented to the Committee for consideration on an annual basis.
- Collect all fees and charges in connection with allotments and undertake debt recovery action in accordance with Council policies and procedures.
- Liaise with the allotment holders and their associations and to arrange any consultation or meetings with the Committee in order to ensure their participation in any proposals with regard to the allotments.

**These powers can be delegated by the Town Clerk to the appropriate member of staff.**