



## BLYTH TOWN COUNCIL

**Minutes of the Annual General Meeting of BLYTH TOWN COUNCIL** held in the Council Chamber at Arms Everytyn House, Blyth on Thursday 9 May 2019, at 6.30 pm

**Present:**

**Councillors:** A Cartie (Mayor), K Nisbet (Deputy Mayor), E Anderson-Smith, D Carr, K Ellis, R Parker, J R Potts, O Potts, J Reid, M Richardson, S Stanger, W Taylor D Walls, G Webb

**Officers:**

Joseph Hughes            Town Clerk  
Malcolm Wilkinson      Deputy Town Clerk  
Maureen Hawthorne      Committee Clerk

**Members of the Public: 1**

<b>Min No</b>	
<b>1</b>	<p><b>Election of the Mayor</b></p> <p>Councillor Cartie, the current Mayor said it has been an honour and a privilege to have been Mayor for the past 12 months. Throughout the year he has attended over 60 events and enjoyed them all, both large and small.</p> <p>Councillor Cartie referred to the refurbishment of the War Memorials. During a royal visit to the Blyth Battery, HRH the Duke of Gloucester was shown the Memorial at Ridley Park and he commented that it is something the people of Blyth should be proud of. A memorial service to commemorate 100 years since the end of the First World War was also a highlight. The Duchess of Northumberland and MP Ronnie Campbell attended as well as approximately 6,000 residents and visitors.</p>

Other events in Blyth proved a huge success in Blyth, these included; Northumberland Live in Blyth, Blyth Carnival, the Firework Display, Christmas Light switch on and the Tall Ship event with the Bishop of York.

In closing his speech, Councillor Cartie gave his sincere thanks to the Officers of Blyth Town Council as well as the Events Co-ordinator for their support during his year in Office.

Councillor Webb nominated Councillor Parker for the position of Mayor of Blyth Town Council. This was seconded by Councillor Ellis.

Councillor Nisbet nominated Councillor Taylor for the position of Mayor of Blyth Town Council. This was seconded by Councillor Richardson.

A vote was taken for each candidate. The result was:

Councillor Parker – 4 votes

Councillor Taylor - 9 votes

Councillor Taylor was therefore elected as the new Mayor.

Councillor Taylor thanked Councillors for electing him as Mayor. He presented Councillor Cartie with his Past Mayor's medal and thanked him on behalf of the members and the residents of Blyth for everything he has achieved in his year in office attending over 60 events.

Councillor thanked those who voted for him and those who didn't, adding that he is really looking forward to the challenging year ahead, meeting new people, finding out about what is going on in Blyth and trying to promote the Town Council to the best of his ability.

During his time as a Councillor, Councillor Taylor noted that it has been obvious that all of the members are striving to make improvements for the people of Blyth - everyone has the same aim, even though there have been differences and some people have a different approach. He added that what matters is that everyone works together as a team, utilising people's strengths in order to achieve great things for the people of Blyth.

<b>2</b>	<b>Receive the Mayor's Declaration of Acceptance of Office</b> Councillor Taylor signed the declaration of acceptance office.										
<b>3</b>	<b>Election of Deputy Mayor</b> Councillor J R Potts nominated Councillor Richardson as Deputy Mayor. This was seconded by Councillor Cartie and the motion was carried.										
<b>4</b>	<b>Apologies for absence</b> Councillors: L Rickerby										
<b>5</b>	<b>Disclosure of Interests and the Grant of any Dispensations</b> None.										
<b>6 a</b>	<b>To appoint representatives of Outside Bodies</b> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">NALC</td> <td style="width: 50%;">Councillor J R Potts</td> </tr> <tr> <td>Disabled Forum</td> <td>Councillor O Potts</td> </tr> <tr> <td>Friends of Ridley Park</td> <td>Councillor W Taylor</td> </tr> <tr> <td>Young People</td> <td>Councillor A Cartie</td> </tr> <tr> <td>BRIC</td> <td>Councillor E Anderson-Smith</td> </tr> </table>	NALC	Councillor J R Potts	Disabled Forum	Councillor O Potts	Friends of Ridley Park	Councillor W Taylor	Young People	Councillor A Cartie	BRIC	Councillor E Anderson-Smith
NALC	Councillor J R Potts										
Disabled Forum	Councillor O Potts										
Friends of Ridley Park	Councillor W Taylor										
Young People	Councillor A Cartie										
BRIC	Councillor E Anderson-Smith										
<b>6 b</b>	<b>To appoint 4 Blyth Town Councillors to the Blyth Town Forum</b> Councillors: E Anderson-Smith, J R Potts, S Stanger, W Taylor										

<b>7. To agree the establishment of the following Committees &amp; Sub Committees of the Town Council (based on previous allocations)</b>					
<b>Standing Committee</b>	<b>Total</b>	<b>Lab.</b>	<b>Lib. Dem.</b>	<b>Con.</b>	
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	
<b>Total</b>	<b>36</b>	<b>27</b>	<b>7</b>	<b>2</b>	
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.					
<b>Sub Committees</b>					
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	
<b>Total</b>	<b>36</b>	<b>27</b>	<b>7</b>	<b>2</b>	
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.					
<b>Working Groups e.g. Events/Partnership</b>					
All members can attend working groups (any recommendations of a working group need appropriate Standing Committee Approval).					

<p><b>8</b></p>	<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>
<p><b>9</b></p>	<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>The Council then stood adjourned for a short period to enable the Committees to elect their respective Chairs and Vice-Chairs.</p> <p>Councillor J R Potts circulated a proposed list of Committee memberships. Councillor D Walls questioned why a Councillor was making such decisions. It was clarified that the list was a proposal, for members to look at and agree to. Councillor Walls commented that he will take advice on this matter.</p>
<p><b>10</b></p>	<p><b>Community Development Committee Meeting to be held after Agenda Item 9 to elect the Chair and Vice-Chair</b></p> <p>Councillor J R Potts nominated Councillor Nisbet as Chair of the Community Development Committee and Councillor Cartie as Vice-Chair. This was seconded by Councillor Richardson.</p>
<p><b>11</b></p>	<p><b>Environment Committee Meeting to be held at the rising of the Community Development Committee to elect the Chair and Vice-Chair</b></p> <p>Councillor J R Potts nominated Councillor O Potts as Chair of the Environment Committee and Councillor Richardson as the Vice-Chair. This was seconded by Councillor Nisbet.</p>

<p><b>12</b></p>	<p><b>Governance Committee Meeting to be held at the rising of the Environment Committee to elect the Chair and Vice-Chair</b></p> <p>It was agreed to accept the proposal previously referred to therefore Councillor J R Potts will be Chair of the Governance Committee with Councillor Taylor as Vice-Chair.</p>
<p><b>13</b></p>	<p><b>Community Funding Sub Committee to be held at rising of the Governance Committee to elect the Chair and Vice-Chair</b></p> <p>The Chair and Vice-Chair of the Standing Committee (Community Development) will be the Chair and Vice-Chair of the Community Funding Sub Committee.</p>
<p><b>14</b></p>	<p><b>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</b></p> <p>The Chair and Vice-Chair of the Standing Committee (Governance) will be the Chair and Vice-Chair of the Complaints and Grievance Sub-Committee.</p>
<p><b>15</b></p>	<p><b>Planning &amp; Development Sub Committee Meeting to be held at rising of the Complaints and Grievance Sub Committee to elect the Chair and Vice-Chair</b></p> <p>It was agreed to accept the proposal previously referred to therefore Councillor J R Potts will be Chair of the Planning &amp; Development Sub-Committee with Councillor Cartie as the Vice-Chair.</p>
<p><b>16</b></p>	<p><b>Staff Sub Committee Meeting to be held at rising of the Planning &amp; Development Sub Committee to elect the Chair and Vice- Chair</b></p> <p>The Chair and Vice-Chair of the Standing Committee (Governance) will be the Chair and Vice-Chair of the Staff Sub Committee.</p>
<p><b>17</b></p>	<p><b>Events Working Group to be held at rising of the Staff Sub Committee to elect the Chair and Vice-Chair.</b></p> <p>The Chair and Vice-Chair of the Standing Committee (Community Development) will be Chair and Vice-Chair of the Events Working Group.</p> <p>All Councillors can participate in Working Groups.</p>

<b>18</b>	<p><b>Partnership Working Group to be held at rising of Events Working Group Committee to elect the Chair and Vice-Chair</b></p> <p>The Chair and Vice-Chair of the Standing Committee (Environment) will be Chair and Vice-Chair of the Partnership Working Group.</p> <p>All Councillors can participate in Working Groups.</p>
<b>19</b>	<p><b>The Council Resumed</b></p> <p><b>Council agreed to adopt the minutes of:</b></p> <ul style="list-style-type: none"> <li>a) Full Council Meeting held on Thursday 17 January 2019</li> <li>b) Amendment to the precept increase on page 4 should be noted as <b>0.66%</b>.</li> <li>c) Special Full Council Meeting held on Tuesday 12 February 2019 re: BTC Newsletter and Northumbria in Bloom.</li> <li>d) Special Full Council Meeting held on Tuesday 19 March 2019 Part I re Partnership Agreement 2019/2024 and Briardale House &amp; Part II re Briardale House.</li> <li>e) Special Full Council Meeting held on Tuesday 16 April 2019.</li> </ul> <p>It was clarified that the Town Clerk asked for an amendment to the partnership agreement so it reads "Partnership Working Group" and not "Partnership Board".</p>
<b>20</b>	<p><b>Minutes of the Community Development Committee</b></p> <p><b>Council agreed the following minutes as a true record:</b></p> <ul style="list-style-type: none"> <li>a) Special Community Development Committee held on Thursday 17 January 2019.</li> <li>b) Community Development Committee (part I and II) held on Tuesday 12 March 2019.</li> </ul> <p>Minutes of the Planning &amp; Development Sub Committee</p> <ul style="list-style-type: none"> <li>c) Planning &amp; Development Sub Committee held on Thursday 28 February 2019.</li> </ul>

<p><b>21</b></p>	<p><b>Minutes of the Environment Committee</b></p> <p><b>Council agreed the following minutes as a true record:</b></p> <p>a) Environment Committee held on Thursday 28 February 2019.</p> <p><b>Minutes of the Partnership Working Group</b></p> <p>b) Partnership Working Group held on Thursday 21 March 2019.</p>
<p><b>22</b></p>	<p><b>Minutes of the Governance Committee</b></p> <p><b>Council agreed the following minutes as a true record:</b></p> <p>To note the minutes of the Governance Committee held on Tuesday 16 April 2019 as a true record.</p>
<p><b>23</b></p>	<p><b>Register of Interests</b></p> <p>The Town Clerk reminded Councillors to regularly review their personal interests and agreed to circulate the relevant form for them to complete.</p>
<p><b>24</b></p>	<p><b>Annual Governance and Accountability Return 2018/19</b></p> <p><b>Approval of the following:</b></p> <ol style="list-style-type: none"> <li>1. Council’s Internal Auditor’s Report</li> <li>2. Annual Internal Audit Report for 2018/19</li> <li>3. Annual Governance Statement for 2018/19</li> <li>4. Accounting Statements for 2018/19</li> </ol> <p>Council approved the above papers which will be signed by the Mayor and sent to the External Auditor.</p>
<p><b>25</b></p>	<p><b>Decision Report</b></p> <p>The Town Clerk advised that all Policies and Procedures are reviewed on an annual basis to make sure they are fit for purpose. The report demonstrates which have been reviewed, some new policies and amendments to existing policies.</p> <p>With regard to the Planning &amp; Development Sub Committee the Town Clerk clarified that if there was a strategic issue to consider, he would make a decision, in consultation with the Chair, as to whether a meeting should be called.</p>



	<p>The Planning lists are sent out on a monthly basis to all members. Anyone who has concern about a particular issue can ask for a meeting to be convened.</p> <p>Council considered the Decision Report with regard to the following:</p> <ol style="list-style-type: none"> <li>1. <u>Scheme of Delegation</u> <p>The Town Clerk commented that this has been amended to clarify the delegation arrangements to the Sub Committees. Councillor J R Potts moved to agree the amendments. This was seconded by Councillor Stanger and the motion was carried.</p> </li> <li>2. <u>BTC Policies &amp; Procedures</u> <p>Councillor J R Potts moved that Council agree to the new policies subject to the changes discussed as well as the amended ones. This was seconded by Councillor Richardson and the motion was carried:</p> <p>CCTV – no changes.</p> <p>Cultural Strategy – page 3, first paragraph, bullet point 3, amend to “events should be free of charge, where possible”. Page 4, third paragraph to be removed and discussed at a future meeting. Noted an amendment to the one of the dates for Smooth Sunday.</p> <p>Code of Conduct, page 3, last sentence to be removed.</p> <p>Councillor J R Potts moved that the proposed changes to the Financial Regulations and General Risk Assessments be approved. Councillor Richardson seconded this.</p> </li> </ol>
<p><b>26</b></p>	<p><b>Any Other Business</b></p> <p>There was no other business to consider.</p>
<p><b>27</b></p>	<p><b>Date and Time of Next Meeting</b></p> <p>The next meeting of the Full Council will be held on Thursday, 25 July 2019, 6.30 pm in the Council Chamber, Arms Everytne House.</p>

<b>28</b>	<b>PART II</b>
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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