



BLYTH TOWN COUNCIL

To: ALL MEMBERS OF THE COUNCIL

You are hereby summoned to attend the **Annual Meeting** of **BLYTH TOWN COUNCIL** to be held in the Council Chamber, Arms Everytne House, Quay Road, Blyth, Northumberland, NE24 2AS on **Thursday 29th May 2014 at 6.30pm.**

The Agenda for the meeting is set out below.

A handwritten signature in black ink, appearing to read "Stephen Rickitt".

**STEPHEN RICKITT
TOWN CLERK (DEMOCRATIC SERVICES)
BLYTH TOWN COUNCIL**

22nd May 2014

Would you please ensure that all mobile phones are switched off during the meeting

NB: The meeting is open to all Town Councillors and Members of the Public

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 to Outside Bodies: -

ORGANISATION (number of representatives)
BRIC (2)
Blyth Young Peoples Centre (1)
NALC County Committee (1)
Friends of Ridley Park
LMAPs Committee
North Blyth Biomass Steering Group
Citizens Advise Bureau

NB Councillors appointed as representatives to Outside Bodies shall so act until the next Annual Meeting of the Council or until they cease to be a Town Councillor.

7. To agree the establishment of the following committees of the Town Council.

<i>Name of Committee (number of members)</i>	<i>Terms of reference and powers</i>
Allotments (9)	To supervise and make decisions or recommendations regarding the operation of the Council's allotments
Assets (9)	To supervise and make decisions or recommendations regarding any asset of the Council, except for assets relating to allotments.
Community Grants (9)	To award grants to outside bodies and to make recommendations for policies concerning the award of community grants.
Events (9)	To supervise and make decisions or recommendations regarding the Council's functions in providing entertainments or encouraging visitors

Finance (9)	<p>(1) To supervise and make decisions or recommendations in respect of the Council's overall financial affairs.</p> <p>(2) To exercise the powers allocated to the Finance Committee by the Council's Standing Orders and Financial Regulations.</p> <p>(3) To supervise the audit of the Council.</p>
Planning and Development (9)	<p>(1) To exercise the role of the Council under the Planning Acts, including responding to consultations.</p> <p>(2) To supervise and make decisions or recommendations concerning development within Blyth or its surrounding area.</p>
Staff (9)	To supervise and make decision or recommendations regarding the Council's role as an employer.
<i>Policy Working Group (all Councillors and Town Clerks)</i>	<i>To make recommendations regarding policies of the Council, including making an annual review of all policies.</i>

8. To Appoint Members to the Committees for the next municipal year.

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.

The Council shall then stand adjourned for a short period to enable the Committees to elect their respective Chairs and Vice-Chairs

- 9. Allotments Committee Meeting to be held after Agenda Item 8 to elect the Chair and Vice-Chair.**
- 10. Assets Committee Meeting to be held at rising of the Allotments Committee Meeting to elect the Chair and Vice-Chair.**
- 11. Community Grants Committee Meeting to be held at the rising of the Assets Committee to elect the Chair and Vice-Chair**
- 12. Events Committee Meeting to be held at rising of the Community Grants Committee Meeting to elect the Chair and Vice-Chair.**
- 13. Finance Committee Meeting to be held at rising of the Events Committee Meeting to elect the Chair and Vice-Chair.**
- 14. Planning & Development Committee Meeting to be held at rising of the Finance Committee Meeting to elect the Chair and Vice-Chair.**
- 15. Staff Committee Meeting to be held at rising of the Planning & Development Committee Meeting to elect the Chair and Vice-Chair.**
- 16. Policy Working Group Meeting to be held at rising of the Staff Committee Meeting to elect the Chair and Vice-Chair.**

The Council meeting shall then resume

17. Minutes of the previous Meeting

To agree the minutes of the Town Council held on the 20th March 2014 (NB see also items 30 & 31 below).

NB For items 18-25 the Committee Chairs are requested to draw the Council's attention to any matters which require specific approval or endorsement by the Full Council.

18. Minutes of the Allotments Committee

There have been no Meetings of the Allotments Committee since the last Meeting of the Town Council

19. Minutes of the Assets Committee

19.1 To adopt the Minutes of the Assets Committee held on the 8th April 2014.

19.2 To receive a verbal report on the meetings of the Partnership Board which have not yet been reported through the Assets Committee.

20. Minutes of the Community Grants Committee

There have been no Meetings of the Community Grants Committee since the last Meeting of the Town Council.

21. Minutes of the Events Committee

21.1 To adopt the Minutes of the Events Committees held on the 25th March 2014 and 15th April 2014.

21.2 To receive a verbal report on the meeting of the Events Committees held on the 27th April 2014.

22. Minutes of the Finance Committee

22.1 To adopt the Minutes of the Finance Committee held on the 6th May 2014.

22.2 Approval of the 2013/2014 Accounts and Governance Statement.

22.3 Consideration of the Internal Auditor's Report.

22.4 Reappointment of the Internal Auditor.

23. Minutes of the Planning & Development Committee

23.1 To adopt the Minutes of the Planning & Development Committee held on the 24th April 2014.

23.2 To consider any urgent planning related issues.

24. Minutes of the Staff Committee

To receive a verbal report on the extraordinary meeting of the Staff Committee held on the 15th April 2014.

NB It is anticipated that this item will mainly be dealt with in items 30 & 31 below

25. Minutes of the Policy Working Group

There have been no Meetings of the Policy Working Group since the last Meeting of the Full Council.

26. Minutes of the Annual Town Meeting

To note the draft minutes of the Annual Town Meeting held on the 9th April 2014.

27. Recording Meetings

To consider the attached report from the Town Clerk (Democratic Services).

28. Items for Information and/or Urgent Matters

This item is only for items of information to be given to town councillors and for items which either the Mayor or Town Clerk consider to be genuinely urgent.

It can be used to raise issues for discussion at the next meeting. Town council law requires there should be no substantive discussion of an item which is not on the agenda.

29. Date of the next meeting of the Town Council

The next meeting of the Full Council is scheduled for Thursday the 17th July 2014.

30. Private Business

The Council is invited to resolve to consider the remaining business in private with the press and public excluded pursuant to the Public Bodies (Admission to Meetings) Act 1960 on the basis that the business involves consideration staff related matters.

31. Consideration of Staff Related Issues

The Council will be advised of the above issues and will also need to consider the updated report of the Town Clerk (Democratic Services) – see items 17 and 24 above.

MEMBERS OF BLYTH TOWN COUNCIL:

Councillor C Bruce
Councillor A Cartie
Councillor B W Elliott
Councillor K Ellis
Councillor A Gibbs-Barton
Councillor G T Knox
Councillor K Nisbet
Councillor M Parker
Councillor R Parker
Councillor J R Potts
Councillor O Potts
Councillor J Reid
Councillor L Rickerby
Councillor D Rutter
Councillor G Thompson
Councillor A Turnbull