



## BLYTH TOWN COUNCIL

**Minutes of the Meeting of the Governance Committee** held in the Council Chamber at Arms Everytne House on Tuesday 2 July 2019 at 6:50 pm

**Present:**

**Councillors:** J R Potts (Chair), W Taylor (Vice-Chair), A Cartie, K Nisbet, O Potts, J Reid, M Richardson, S Stanger

**Also Present:**

**Officers:**

J Hughes, Town Clerk  
M Wilkinson, Deputy Town Clerk  
Maureen Hawthorne, Committee Clerk

**Other Attendees:** There were no other attendees

**Members of the Public - 0**

<b>Minute No</b>	
<b>1</b>	<b>Apologies for Absence</b>  Councillors: L Rickerby
<b>2</b>	<b>Disclosure Interests and Grant of Dispensations</b>  None
<b>3</b>	<b>Minutes of the Special Governance Committee held on Thursday 9 May 2019</b>  Members received the minutes as a true record of the Committee Meeting.

4	<p><b>Governance Committee Budget Monitoring Report (All Committees)</b></p> <p>This report will be produced for each Committee following a recommendation from the Internal Auditor and will assist the Committee in monitoring expenditure throughout the year.</p> <p>The report together with the Bank Reconciliation document was noted by members.</p>
4	<p><b>Decision Report</b></p> <p><u>Collection of Income</u></p> <p>Following a detailed discussion members <b>RESOLVED</b> to agree to the introduction of the Clover Flex terminal to allow payments to be taken from allotment holders both face to face or over the phone. This system will be introduced in 2020 and Officers will monitor it to ensure it is cost effective. The cost will be a one off set up charge of £35 and £39 per month thereafter, to be met out of budget code 1102.</p> <p><u>Investment Strategy 2019/2020</u></p> <p>Committee <b>RESOLVED</b> to recommend Council approve the Investment Strategy. The strategy will be subject to review at the 2020 AGM.</p>
5	<p><b>Information Report</b></p> <p>Members noted the contents of the information report.</p>
6	<p><b>Draft Service Plan - Governance</b></p> <p>The Town Clerk advised this is a draft document, adding that the Chairs of Committees are meeting with Peter Kemp on 4 July following which there will be workshops for all Councillors to attend to look at the Committee Structure, objectives for the coming years and other related issues.</p>
7	<p><b>Any Other Business</b></p> <p>There was no other business to consider.</p>
8	<p><b>Date and Time of Next Meeting</b></p>

	The next meeting of the Governance Committee will be held on Tuesday 1 October 2019 at 6.30 pm in the Council Chamber, Arms Everytne House.
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### **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	