



## **BLYTH TOWN COUNCIL**

**Minutes of the Governance Committee** held **via ZOOM** on Thursday 29 April 2021

**Present:**

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

**Officers:**

J Hughes, Town Clerk  
M Wilkinson, Deputy Town Clerk  
Maureen Hawthorne, Committee Clerk  
A McCabe, Office Manager

**Other Attendees:** - 0

**Members of the Public – 2**

<b>Minute No</b>	
<b>1</b>	<b>Apologies for Absence</b>  There were no apologies.
<b>2</b>	<b>Disclosure Interests and Grant of Dispensations</b>  None
<b>3</b>	<b>Minutes of the Governance Committee held on Tuesday 5 January 2021</b>  The minutes were noted as a true record.

4	<p><b>Actions Arising from Previous Minutes</b></p> <p>There were no actions arising.</p>
5	<p><b>Governance Committee:</b></p> <p><b>5.1 1. Budget Monitoring Statement</b></p> <p>The Chair referred to the budgetary control statement circulated to members. No matters were raised.</p> <p><b>5.2 2. Bank Reconciliation</b></p> <p>Members noted the bank reconciliation documents and had no comments to make.</p>
6	<p><b>Decision Report 1</b></p> <p>Members considered the information contained in the report together with the documents listed below and:</p> <p>1. Confirmed the financial situation following the completion of accounts 2020/2021 – Review of out-turns against Probable 2020/2021.</p> <p>2. Approved the documents listed below in connection with Annual Governance and Accountability Return 2020/2021 prior to approval to Full Council and before submission to the External Auditor:</p> <p style="padding-left: 40px;">1. Council’s Internal Auditor’s Report 2. Annual Internal Audit Report 2020/2021 3. Annual Governance Statement 2020/2021 4. Accounting Statements for 2020/2021</p> <p>The Town Clerk extended his thanks to the Deputy Town Clerk and the Officer Manager for the work they have done on the statement.</p> <p>The AGAR documents will be submitted to Full Council for approval before submission to the External Auditor.</p> <p><b>3. Appointment of Internal Auditor 2021/2022</b></p> <p>Committee resolved to appoint John Ainsworth as Internal Auditor for BTC for the next 12 months.</p>

7	<p><b>Decision Report 2</b></p> <p><b>Insurance of War Memorials</b></p> <p>The Town Clerk referred to his decision report which outlined information from other councils as to their arrangements for war memorial insurance cover as well as the options available to BTC. Following discussion members <b>RESOLVED</b> to continue with the existing arrangements; partial cover of £300k covering the 4 memorials.</p>
8	<p><b>Information Report</b></p> <p>Members noted the information report with regard to:</p> <ol style="list-style-type: none"> <li>1. Investments</li> <li>2. Internal Audit Work Carried out 2020/21</li> <li>3. FOI's</li> </ol>
9	<p><b>Delegated Actions</b></p> <p>There were no delegated actions to report.</p>
10	<p><b>Any Other Business</b></p> <p><b>Retiring Councillors</b></p> <p>The Chair announced that four Councillors are not standing for election - Ken Ellis, Lesley Rickerby, Gordon Thompson and Gordon Webb. All four have been Councillors for some years and the Chair wished them well in their retirement and extended thanks on behalf of Blyth Town Council for their hard work.</p>
11	<p><b>Date &amp; Time of Next Meeting</b></p> <p>The next meeting of the Governance Committee on Thursday 29 June 2021 at 2.00 pm. If current restrictions continue this may be an electronic meeting.</p>
12	<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</p>

	that the press and public excluded, and they are instructed to withdraw.  There were no Part II items.
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### **Members of the Governance Committee**

J R Potts (Chair)	J Reid
W Taylor (Vice-Chair)	M Richardson
A Cartie	L Rickerby
K Nisbet	S Stanger
A Parsons	G Thompson
	G Webb