



## BLYTH TOWN COUNCIL

**Minutes of the Governance Committee held following the meeting of the Special Community Development Committee meeting on Tuesday 1 October 2024 in the Council Chamber, Arms Everytne House, Blyth, NE24 2AS.**

**Present:**

**Councillors:** J R Potts (Chair), D Carr, A Cartie, G Davey, C Jones, J Reid, M Richardson, S Stanger, and W Taylor.

**Also Present:** Cllr K Nisbet.

**Officers:** M Wilkinson (Town Clerk), and E Brown (Principal Officer).

**Other Attendees:** - 0

**Members of the Public – 0**

Minute No	
<b>1</b>	<b>Apologies for Absence</b> A Watson, S Davey and M Robson.
<b>2</b>	<b>Disclosure Interests and Grant of Dispensations</b>  None.
<b>3</b>	<b>Minutes of the previous Governance Committee</b> The minutes of the Governance Committee meeting held 11 July 2024 were agreed as a true record and signed by the Chairman.
<b>4</b>	<b>Actions arising from the Previous Minutes</b> The pension comparison report would be considered under agenda item 14.
<b>5</b>	<b>Budget Monitoring – All Committees</b> The Town Clerk presented the budget monitoring report. Members noted codes 404 (IT/Communications Equipment) and 207 (Telecommunications) were overspent. The Town Clerk would analyse these codes and forward a summary to Members. The underspend on the Partnership was also

	<p>queried, the Town Clerk confirmed this was still being looked at by NCC.</p>
<b>6</b>	<p><b>External Audit Report 2023/24</b></p> <p><b>Completion of Audit 2023/24</b>  It was resolved that the members note:</p> <ul style="list-style-type: none"> <li>• The successful completion of the External Audit 2023/24 with no matters arising, and</li> <li>• The publication of the Notice of Completion of Audit 2023/24 in the Council notice board and on the Council website.  (The above documents would be submitted to the next Full Council for ratification).</li> </ul> <p>The change of Councillor email addresses to .gov.uk would be progressed.</p>
<b>7</b>	<p><b>Interim Internal Audit Report 2024/25</b>  It was resolved that the members note the interim Internal Audit Report 2024/25 and any recommendations therein.</p>
<b>8</b>	<p><b>Delegated Actions</b>  There were no delegated actions to consider.</p>
<b>9</b>	<p><b>Any Other Business</b>  None.</p>
<b>10</b>	<p><b>Date &amp; Time of Next Meeting</b>  The next meeting of the Governance Committee will be held in the Council Chamber, Arms Everytne House on Tuesday 7 January 2025 at 6.30 pm.</p>
<b>11</b>	<p><b>Part II</b>  Pursuant to the Public Bodies (Admission to Meetings) Act 1960; that in view of the confidential nature of the business to be transacted, it is advisable in the public interest that the press and public be excluded, and they are instructed to withdraw.</p>
<b>12</b>	<p><b>Staff Sickness Report</b>  It was resolved unanimously to accept the recommendations of the report regarding a member of staff.</p>

<b>13</b>	<p><b>Honoraria Report</b></p> <p>It was resolved unanimously to accept the recommendation of the report regarding an honoraria payment to a member of staff.</p>
<b>14</b>	<p><b>Workplace Pension Arrangement</b></p> <p>It was resolved unanimously to accept the recommendations of the report, agreeing to:</p> <ol style="list-style-type: none"> <li>1. change the workplace pension to the Local Government Pension Scheme (LGPS), that employees retain the right to the NEST pension scheme, as an alternative, on similar contributions to that of the LGPS.</li> <li>2. A Financial Advisor be brought in to advise staff on both schemes and the corresponding impact of both,</li> <li>3. New employees be enrolled into the LGPS.</li> </ol>
<b>15</b>	<p><b>Staffing Report</b></p> <p>It was resolved unanimously to:</p> <ol style="list-style-type: none"> <li>1. To increase the hours of current vacant post of Deputy Town Clerk, from 22.2 hours to a full-time position of 37 hours.</li> <li>2. The vacancy be advertised internally, and appointment made by the Governance or Staff Sub Committee, and delegate powers if appropriate.</li> <li>3. A suitable vetting of candidates be carried out by the Chair and Deputy Chair of Staff Sub Committee with the Town Clerk, in order that a short list be prepared for interview.</li> <li>4. To continually review the adequacy of the staff structure as future situations may arise, and reflect any change, either in job content by job evaluation or any organisational changes or demands.</li> </ol>

The meeting closed at 7pm.

### **Members of the Governance Committee**

J R Potts (Chair)	C Jones
A Watson (Vice-Chair)	M Robson
D Carr	J Reid
A Cartie	M Richardson
G Davey	S Stanger
S Davey	W Taylor
B Erskine	