



## BLYTH TOWN COUNCIL

**Minutes of the Governance Committee held at 5.30 pm on Thursday 24 April 2025 in the Council Chamber, Arms Everytne House, Blyth, NE24 2AS.**

**Councillors:** J R Potts (Chair), A Watson (Vice Chair), D Carr, A Cartie, G Davey, B Erskine, K Nisbet, J Reid, M Richardson, S Stanger, and W Taylor.

**Officers:** M Wilkinson (Town Clerk), E Brown (Deputy Town Clerk)

**Also Present:** C Jones, D Campbell      **Members of the Public – 4**

<b>Minute No</b>	
<b>1</b>	<b>Apologies for Absence</b> Cllr S Davey
<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 meetings held 7 January 2025 were approved at the Town Council meeting held 9 January 2025.
<b>4</b>	<b>Actions arising from the Previous Minutes</b>  The Deputy Town Clerk gave a verbal updated on the Financial Software, informing that the Council were trialling Xero Accounting in parallel with maintaining the existing Excel accounting spreadsheet.
<b>5</b>	<b>Budget Monitoring – All Committees</b>  The report of the budget monitoring for all committees was presented and noted by the members. A query was raised on the overspend of code 403 and whether the budget was adequate; this would be looked at.

<p><b>6</b></p>	<p><b>Decision Report</b>  At the request of the Chair, the Town Clerk introduced the report. Members considered the information contained in the report.</p> <p><b>1. Outturn for 2024/25,</b>  The Committee confirmed:</p> <ul style="list-style-type: none"> <li>• the financial situation following the completion of accounts 2024/2025 and review of out-turns against Probable 2024/2025 and</li> <li>• the methodology of the medium-term financial planning strategy.</li> </ul> <p><b>2. Annual Governance and Accountability Return</b>  The Committee agreed the documents listed below in connection with Annual Governance and Accountability Return 2024/2025, prior to approval by Full Council and before submission to the External Auditor:</p> <ol style="list-style-type: none"> <li>i. Council’s Internal Auditor’s Report</li> <li>ii. Annual Internal Audit Report for 2024/25</li> <li>iii. Annual Governance Statement for 2024/25</li> <li>iv. Accounting Statements for 2024/25</li> </ol> <p><b>3. Appointment of Internal Auditor 2025/26</b>  The Committee agreed the appointment of Mike Slaughter as Internal Auditor for Blyth Town Council for the period 2025/26, prior to approval by Full Council.</p>
<p><b>7</b></p>	<p><b>Delegated Actions</b></p> <p>There were no delegated actions to consider.</p>
<p><b>8</b></p>	<p><b>Date &amp; Time of Next Meeting</b></p> <p>The next meeting of the Governance Committee will be held in the Council Chamber, Arms Everytne House on Thursday 10 July 2025 at 6.30 pm.</p>
<p><b>9</b></p>	<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 that the press and public be excluded, and they were instructed to withdraw.</p> <p>There were no Part II items.</p>