



BLYTH TOWN COUNCIL

Minutes of the Governance Committee held at 6.30 pm on Tuesday 7 October 2025 in the Council Chamber, Arms Everytne House, Blyth, NE24 2AS.

Councillors: BW Elliott (Chair), M Peart (Vice Chair), D Carr, T E Elliott, D Johnson, C Jones, D Nicholson, K Nisbet MBE, N Rolls and D Swinhoe.

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

Also Present:0 Members of the Public – 1

The Chair welcomed all to the meeting noting that there is no provision for public questions at this Committee although he would use his discretion as Chair if there was anything urgent to be raised. No questions were raised.

Minute No	
1	Apologies for Absence Apologies were noted for Cllrs R Baker, D Campbell, and W Ploszaj.
2	Disclosure Interests and Grant of Dispensations Cllrs BW Elliott, M Peart, D Carr, D Johnson, D Nicholson, N Rolls, and D Swinhoe all noted their interests as County Councillors.
3	Minutes of the previous Governance Committee The minutes of the Governance Committee meetings held 10 July 2025 were approved at the meeting of the Council held 17 July 2025.
4	Actions arising from the Previous Minutes • DBS Checks for Members and Staff – The Deputy Clerk provided a verbal update with checks being progressed for Members and Staff. • Insurance Review – The Town Clerk provided an update on recategorising the asset register and risk analysis. A quotation had been received although he had queries on this and would provide a further update soon.

5	Budget Monitoring – All Committees The Chair introduced the Budget Monitoring noting the Environment Committee and Community Development Committee reports has been reviewed by their respective Committees. The Town Clerk noted savings on staff salaries budget due to the vacancies during this year. Cllr Swinhoe queried if there was any way to bring down the rent and rates. The Town Clerk informed that rent/rates for the premises are on a 12-month rolling lease. Non-domestic rates are non-negotiable although they were reasonable compared to town centre rates which are significantly higher.
6	External Audit Report 2024/25 Completion of Audit 2024/25 Letter The Town Clerk presented the documents. RESOVED that members note: • The successful completion of the External Audit 2024/25 with no matters arising, and • The publication of the Notice of Completion of Audit 2024/25 in the Council notice board and on the Council website. The completion of Audit would be submitted to Full Council for ratification.
7	Decision Report – Mayoral Cadet Policy It was RESOLVED that Governance Committee recommend to Council that this policy be adopted.
8	Decision Report – Civic Regalia & Commemorative Memorabilia It was RESOLVED approve the proposal of purchasing civic regalia for the use at official civic events and commemorative memorabilia at a cost of £1,470,00.
9	Decision Report - Attendance Policy It was RESOLVED that Governance Committee recommend to Council that this policy is adopted.
10	Date & Time of Next Meeting The next meeting of the Governance Committee will be held in the Council Chamber, Arms Everytne House on Tuesday 6 January 2026 at 6.30 pm.

The meeting closed at 18:48