



## BLYTH TOWN COUNCIL

**You are hereby requested to attend a meeting of the Governance Committee to be held in the Council Chamber, Arms Everytne House, Quay Road, Blyth, NE24 2AS.**

**Date:** Tuesday 1 October 2024

**Time:** Following the Special Community Development Committee meeting which commences at 6:00 pm.

### 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	

***Electronic devices can be used to access Committee papers. Please ensure that mobile phones are switched to silent mode during the meeting. Members are reminded to observe the Blyth Town Council Code of Conduct***

The Council Chamber will be open to members of the public 10 minutes before the meeting is about to commence.

Please remember to sign in.

**Malcolm Wilkinson**  
**Town Clerk**

**Date:** 24 September 2024

## AGENDA

<b>1</b>	<b>Apologies for Absence</b>
<b>2</b>	<b>Disclosures of Interests and Grant of Dispensations</b>
<b>3</b>	<b>Minutes of the previous Governance Committee</b> Minutes of the Governance Committee meeting held 11 July 2024 to be approved as a true record.
<b>4</b>	<b>Actions arising from the Previous Minutes</b> See agenda item number 14.
<b>5</b>	<b>Budget Monitoring Report – All Committees</b>
<b>6</b>	<b>External Audit Report 2023/24</b>  Completion of Audit 2023/24 Letter  It is RECOMMENDED that the members note: <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.</li></ul> (The above documents will be submitted to the next Full Council for ratification)
<b>7</b>	<b>Interim Internal Audit Report 2024/25</b>  It is RECOMMENDED that the members note the interim Internal Audit Report 2024/25 and any recommendations therein.
<b>8</b>	<b>Delegated Actions</b>  None.
<b>9</b>	<b>Any Other Business</b>  This item is only for items of information to be given to Town Councillors and for items which either the Committee Chair or Town Clerk to be genuinely urgent.

<b>10</b>	<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.
<b>11</b>	<b>Part II</b> 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 are instructed to withdraw.
<b>12</b>	<b>Staff sickness report</b>
<b>13</b>	<b>Honoraria payment</b>
<b>14</b>	<b>Employee pension arrangement</b>
<b>15</b>	<b>Staffing report</b>