



BLYTH TOWN COUNCIL

Minutes of the Governance Committee held at 6.30 pm on Thursday 10 July 2025 in the Council Chamber, Arms Everytne House, Blyth, NE24 2AS.

Councillors: BW Elliott (Chair), R Baker, D Campbell, T E Elliott, D Johnson, 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 – 0

Minute No	
1	Apologies for Absence Apologies were accepted for Cllrs M Peart (Vice Chair), D Carr, C Jones, D Nicholson and W Ploszaj.
2	Disclosure Interests and Grant of Dispensations None.
3	Minutes of the previous Governance Committee The minutes of the Governance Committee meetings held 24 April 2025 were approved at the Annual meeting of the Council held 13 May 2025.
4	Actions arising from the Previous Minutes None.
5	Budget Monitoring – All Committees The report of the budget monitoring for all committees was presented and noted by the members. Code 7004 was requested to be renamed to Twenty-third Avenue. Code 5001 is now operational for the Mayoral Allowance; the mayor is maintaining records of expenditure.

	The Events Co-Ordinator was congratulated for securing the events income.
6	<p>Decision Report DBS checks for Members and Staff.</p> <p>RESOLVED unanimously to recommend to Council:</p> <ul style="list-style-type: none"> • The development and implementation of a local policy for voluntary Basic DBS Checks and mandatory in certain cases, including a supporting policy framework outlining process, data protection compliance, and financial implications, and • The adoption of the draft children and vulnerable adult safeguarding policy.
7	<p>Decision Report Insurance Review</p> <p>The report was discussed at length comparing the risk v benefit.</p> <p>It was proposed and seconded to recommend to council to maintain the self-insurance policy. This went to the vote with four in favour and four against. The Chair exercised his casting vote against.</p> <p>RESOLVED to recommend to Council to move away from self-insurance and to commit to an insurance policy for external assists under the management and responsibility of the council.</p>
8	<p>Decision Report Financial Software update</p> <p>The Clerk gave a verbal update.</p> <p>The Committee noted the progress on the implementation of the new accounting package by Council Officers and the interim Internal Audit report from the Councils Internal Auditor, as outline in the report.</p>
9	<p>Delegated Actions</p> <p>There were no delegated actions to consider.</p>

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 7 October 2025 at 6.30 pm.
11	Part II 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.
12	Decision Report Honoraria Report RESOLVED unanimously to the recommendation of a one-off honoraria payment to a staff member for extraordinary work which was higher than their pay grade. Members congratulated the staff member and extended their best regards to an absent member of staff.