



## BLYTH TOWN COUNCIL

**Minutes of the Governance Committee held at 6.30 pm on Thursday 11 July 2024 in the Council Chamber, Arms Everytne House, Blyth, NE24 2AS.**

**Present:**

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

**Also Present:** Councillor K Nisbet

**Officers:** M Wilkinson (Town Clerk), E Brown (Principal Officer), and M F Hotak (Committee and Research Officer)

**Other Attendees:** - 0

**Members of the Public – 0**

<b>Minute No</b>	
<b>1</b>	<b>Apologies for Absence</b> Apologies were accepted from Cllr C Jones.
<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 Meeting held 25 April 2024 were approved at the Annual Meeting of the Council held 9 May 2024.
<b>4</b>	<b>Actions arising from the Previous Minutes</b> None.
<b>5</b>	<b>Budget Monitoring – All Committees</b> At the request of the Chair, the Town Clerk presented the status of the BTC budget across all committees. Cllr Carr queried which budget head covered bus shelter maintenance, asking that a review be conducted on the accepted standards

	of maintenance so that improvements could be achieved. The Town Clerk confirmed the budget code was 710 and that a review would be looked at..
<b>6</b>	<p><b>Allotment Income Comparison</b></p> <p>The Town Clerk presented the summary of the allotment income comparison which was circulated with the agenda. This was necessary because of the differing allotment fee periods and had affected the projected budget outcomes.</p>
<b>7</b>	<p><b>Decision Report</b></p> <p>At the request of the Chair, the Principal Officer presented a detailed report on the purchase of Allotments Management Software – the report highlighted the key features and abilities of the software, information about the developing company and cost incorporated to the development, integration and maintenance of the software and app. The Principal Officer also informed that the company has a ticketed support service available for any maintenance issues.</p> <p>A second quotation had been requested but had not been received.</p> <p>Cllr J Reid queried the processing of personal data relating to the allotments using the software and app. The GDPR statement of the council relating to the data held for allotments would be checked. RESOLVED to purchase the Allotments Management Software and Inspection app.</p>
<b>8</b>	<p><b>Delegated Actions</b></p> <p>There were no delegated actions to consider.</p>
<b>9</b>	<p><b>Any Other Business</b></p> <p>Cllr Robson requested a report be conducted comparing the costs and benefits of the current appointed pension provider to that of the Local Government Pension Scheme.</p> <p>The Town Clerk informed that a report from the Actuary would be required to determine the costs to the Town Council.</p> <p>RESOLVED that a comparison report be prepared for a future meeting of the Governance Committee.</p>
<b>10</b>	<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 Tuesday 1 October 2024 at 6.30 pm.</p>
<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.
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