



**Presentations** – There were no presentations for this meeting.

**ELECTION OF CHAIR (MAYOR) FOR THE YEAR 2024/25.**

Min Ref		<b>Elections of Chair (Mayor) and Deputy Mayor</b>	
24/01	1.	Election of Chair (Mayor) For the Year 2024 - 25	<b>RESOLVED</b> Having been proposed and seconded Councillor Taylor was elected Mayor of West Bedlington Town Council for the year 2024/25.
24/02	2.	To Receive the Mayors Declaration of Acceptance of Office.	Councillor Taylor signed the Mayors Declaration of Acceptance of Office.
24/03	3.	Election of Deputy Mayor for The Year 2024 - 25 <i>It is at the Councils discretion whether to elect a Deputy Mayor.</i>	<b>RESOLVED</b> Having been proposed and seconded Councillor Diane Wallace was elected Deputy Mayor of West Bedlington Town Council for the year 2024/25.
24/04	4.	To Receive the Deputy Mayors Declaration of Acceptance of Office.	Councillor Wallace signed the Deputy Mayors Declaration of Acceptance of Office.

The meeting was suspended by the mayor to allow public questions to the Council.

**QUESTIONS TO THE COUNCIL**

- A resident congratulated Cllr Taylor on her appointment as Chair (Mayor). He also raised the issue as to how to get information as to what is happening within the Council / Area as he had problems using IT. The Chair informed him that the Council will be bringing back the six-monthly magazine to keep residents informed on activities. She also informed the meeting that Agenda's and Minutes are posted on the website and on the Town Council noticeboard.
- A resident raised the issue of when a new bus shelter will be installed at Choppington Road. He was informed that this is currently being looked into.
- The issue of grass cuttings being left at the War Memorial was raised. NCC local services will be informed.
- A question was raised as to the state of the Old Council Building, which is falling into disrepair. Nothing is happening at the moment as the current lease does not end until December. This building also features within the Borderlands Project which is still at the Planning stage.

**PART A - ATTENDANCE / APOLOGIES AND DECLARATIONS OF INTERESTS.**

Min Ref		<b>Attendance / Apologies and Declarations of Interests.</b>	<b>Determination</b>
24/05	a.	<b>In Attendance</b>	Councillors Crosby, Hedley, Henderson, Hogg, Taylor, Thompson, Todd, D Wallace, and R Wallace. Town Clerk Steven Young, Acting Town Clerk Gillian Turner and 6 (Six) members of the public.
24/06	b.	<b>Apologies for Absence.</b> i. To receive and note any apologies for absence from Councillors. ii. To consider and determine any dispensations for absent Councillors.	i. None. ii. There were no dispensations for absence for this meeting.

24/07	c.	<p><b>Declaration of Interests.</b></p> <p>i. Unless already entered in the Council's Register of Members' interests, members are required to disclose any personal interest, (which includes any disclosable pecuniary interest), they may have in any of the items included on the agenda for the meeting in accordance with the Code of Conduct adopted by the Council on 12th July 2012.</p> <p>ii. To consider any requests for dispensations.</p>	<p>i. Cllr Hogg declared an interest in item Part C (e) – planning application 24/0139/FELTPO.</p> <p>ii. There were no dispensations to determine for this meeting.</p>
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## PART B – MATTERS FOR DECISION

### 1. MINUTES OF THE LAST MEETINGS / SUMMARY OF DELEGATED DECISIONS

		Details of Meeting or Delegated Decisions	Determination
24/08	a.	To agree and sign as a correct record the minutes of West Bedlington Town Council Meeting held on 11 <sup>th</sup> April 2024.	<b>RESOLVED</b> that the minutes of the West Bedlington Town Council Meeting held on 11 <sup>th</sup> April 2024 are <b>APPROVED</b> as a true record.
24/09	b.	To discuss any matters arising from the minutes of the last meeting that are not included as agenda items.	There were no matters arising from the minutes of the West Bedlington Town Council Meeting held on 11 <sup>th</sup> April 2024.

### 2. MATTERS FOR DISCUSSION / DECISION

		Matters for Discussion / Decision	Determination
24/10	a.	<p><b>Schedule of Council Meetings for the year.</b> The Council is asked to discuss and approve a schedule of Council meeting dates for the forthcoming year. (A draft schedule is provided and distributed to members).</p> <p><i>Note Standing Order 3.2. Meetings will take place on the second Thursday of each month (unless the date is prohibited by law) or it is resolved otherwise by a meeting of the Council.</i></p>	<b>RESOLVED</b> to approve the schedule of Council meeting dates for the forthcoming year.
24/11	b.	<p><b>Council Committees / Working Groups.</b></p> <p><i>Note Standing Order 10.2. Any committee / task and finish group established will remain in place for the duration of each Council term (the period between elections) unless otherwise resolved by a meeting of The Council or until the task is completed and signed off.</i></p> <p><i>Committees meet in public and may have powers to spend and make decisions (in line with any terms of reference).</i></p> <p><i>Working / Support Groups meet privately – and make recommendations to full council - all formal decisions and spending must be made at a full Council meeting (unless the Council approves any delegated powers to the group).</i></p> <p>The Council is asked to discuss and decide upon the continuation of the following Working / Support Groups or Committees.</p>	

		<p>1) Services Committee – front line service provision – bus shelters / public seats / litter bins / play areas / road traffic speed sign / community defibrillators / CCTV etc.</p> <p>2) Events Working Group – support Event Organiser / receive their feedback and suggestions / review performance, approve time limited decisions where a delay would be detrimental or prohibit an event etc.</p> <p>3) Neighbourhood Plan Working Group – Neighbourhood Plan completion</p> <p>4) Finance Working Group – Accounts / Financial Planning / Reserves / Budgeting / Precept Preparation etc.</p> <p>5) Staffing and Governance Working Group – Council Policies / Procedures / Services Standards / Complaints / Risk Assessments (not financial risks) / Insurance / HR / Salaries / Recruitment.</p> <p>6) Planning Working Group – consider planning applications where comment has been requested from Planning Authority etc.</p>	<p><b>RESOLVED</b> to change Services Committee to a Working Group which will meet quarterly if necessary.</p> <p><b>RESOLVED</b> all other Working Groups to continue as detailed.</p>
24/12	c.	<p><b>Committee / Working Group Terms of Reference.</b> The Council are requested to discuss, review, and approve the DRAFT terms of reference distributed. (Draft distributed).</p> <p>1) Services Working Group. 2) Events Working Group. 3) All Other Working Groups.</p>	<p><b>RESOLVED to APPROVE</b> the draft Terms of Reference for</p> <p>1) Services Working Group. 2) Events Working Group. 3) All Other Working Groups.</p>
24/13	d.	<p><b>Committee / Working Group Membership.</b> The Council are requested to discuss and agree (considering any agreed terms of reference in c above) the membership of each working group.</p>	<p><b>RESOLVED</b> Members were asked to contact the Clerk as to which Groups they wish to attend. All Working Groups will have a “fluid membership” with members encouraged to join those groups where they can add value or have an interest in the project etc.</p>
24/14	e.	<p><b>Council Representation to Other Bodies.</b> The Council are requested to discuss and decide upon elected representation on External Committees / Bodies.</p> <p>i. Northumberland Association of Local Councils (NALC) ii. Town / Parish Council Town Liaison Committee – usually Council Chair. iii. Any other bodies determined by members.</p>	<p><b>RESOLVED</b> to elect the following members to represent the Council on other bodies.</p> <p>i. Northumberland Association of Local Councils (NALC) – Councillor Hogg ii. Town / Parish Council Town Liaison Committee – usually Council Chair. Councillor Taylor iii. Borderlands – Councillors Hogg and Thompson.</p>
24/15	f.	<p><b>Internal Audit.</b></p> <p>i. The Council are requested to discuss and decide upon the reappointment of Mr Malcolm Wilkinson as the councils Internal Auditor for the financial year 2024/25. ii. The Council are asked to discuss and approve the DRAFT Internal Audit Terms of Reference (distributed to members).</p>	<p><b>RESOLVED to</b></p> <p>i. To <b>REAPPOINT</b> Mr Malcolm Wilkinson as the councils Internal Auditor for the financial year 2024/25. ii. To <b>APPROVE</b> the DRAFT Internal Audit Terms of Reference (distributed to members).</p>

24/16	g.	<b>Cheque Signatories / Bank Mandate.</b> The Council are asked to review its Bank Mandate signatories. The Council is required to hold 3 (Three) Bank Mandate signatories at any one time. (Banks will require a credit check for signatories). Currently Councillors Crosby, Hedley, and Hogg.	<b>RESOLVED</b>  Councillors Crosby, Hedley, and Hogg to continue as Bank Mandate signatories.
24/17	h.	<b>Working Groups / Committees</b> (items for decision or discussion). <b>Services Committee.</b> The Committee Chair (Councillor Hogg) will provide a verbal report of the meeting decisions.	Nothing to Report at this time.
24/18	i.	<b>Working Groups / Committees</b> (items for decision or discussion). <b>All Other Support / Working Groups.</b> 1. <b>Any Recommendations from any Working Group for decision by full Council.</b>  2. <b>Any Other Items from any Support / Working Group Meeting (not for decision).</b>	<b>None</b>  Cllr Taylor reported that the dates for the summer activities have all been agreed. The D Day event planned for 1 <sup>st</sup> June is completely sold out and several veterans will also be attending.
24/19	j.	<b>External Meetings</b> To receive feedback from Councillors from any external meetings since the date of the last Council meeting.	No External Meeting to report upon.
24/20	k.	<b>Community Chest Application</b> – Members considered the request from Dogwood Productions C.I.C re: encouraging young people to participate in theatre,	<b>RESOLVED</b> Members unanimously agreed to award £250 towards the project.
24/21	l.	<b>Consultation Response Required – Planning Application Requirements – local list consultation 2024</b>	<b>RESOLVED</b> Members noted the request and that they can respond individually via the NCC website.
24/22	m.	<b>Request from resident – Extension of existing double yellow lines at Hartford Drive</b>	<b>RESOLVED</b> County Cllr Robinson informed the meeting that he too had received this request and had relayed it to NCC. Members reiterated that they were happy to support this request.

#### PART C – MATTERS FOR INFORMATION OR TO BE NOTED

		Matters for Information or To Be Noted		
24/23		<b>RESOLVED to NOTE</b> Section's a and b Consultations and Invitations and the actions taken for each detailed below. Section c Schedule of payments and receipts Section d and e other planning applications/decisions		
24/24	a.	<b>Consultations. - None</b>		
		From	Description	Details
		None	For This	Meeting
24/25	b.	<b>Invitations. - None</b>		
		From	Event	Response Details
		None	For This	Meeting

24/26	c.	<b>Schedule of Payments and Receipts.</b> Details of payments and (receipts) to be noted since last Council update. All payments gross of VAT. <table border="1" data-bbox="284 105 1549 893"> <thead> <tr> <th>Payee</th> <th>Amount</th> <th>Description</th> <th>Notes</th> </tr> </thead> <tbody> <tr> <td>House of Hamilton</td> <td>2,525.00</td> <td>Easter Events, Disco and Magic Show</td> <td></td> </tr> <tr> <td>Zoom Video Communications Inc</td> <td>155.88</td> <td>Annual Software Subscription</td> <td></td> </tr> <tr> <td>Northumberland County Council</td> <td><b>-143,247.00</b></td> <td>First Instalment – precept Receipt</td> <td></td> </tr> <tr> <td>Talk Talk Business</td> <td>59.42</td> <td>Telephone + Internet</td> <td></td> </tr> <tr> <td>House of Hamilton</td> <td>600.00</td> <td>Afternoon Tea</td> <td></td> </tr> <tr> <td>Clear Council Insurance</td> <td>2,612.25</td> <td>Annual Insurance Premium</td> <td></td> </tr> <tr> <td>Reay Security Limited</td> <td>83.04</td> <td>CCTV Charges</td> <td></td> </tr> <tr> <td>Bedlington Community Centre</td> <td>8,040.00</td> <td>Office Rent</td> <td></td> </tr> <tr> <td>Information Commissioner</td> <td>35.00</td> <td>Annual Subscription</td> <td></td> </tr> <tr> <td>Community Chest - Cygnus Support</td> <td>500.00</td> <td>Grant approved 11.04.24</td> <td></td> </tr> <tr> <td>Northumberland County Council</td> <td>5,112.97</td> <td>April Payroll Charges</td> <td></td> </tr> <tr> <td>NALC</td> <td>1,683.63</td> <td>Annual Subscription</td> <td></td> </tr> <tr> <td>Reay Security Limited</td> <td>446.40</td> <td>Play Area Gate Locking Charges</td> <td></td> </tr> <tr> <td>Reay Security Limited</td> <td>809.64</td> <td>CCTV Charges</td> <td></td> </tr> <tr> <td>Rural Services Partnership</td> <td>141.60</td> <td>Annual Subscription</td> <td></td> </tr> <tr> <td>Pupil Fund – West End Primary</td> <td>1,500.00</td> <td>Grant Approved 11.04.24</td> <td></td> </tr> <tr> <td>Pupil Fund – Whitley Memorial</td> <td>1,500.00</td> <td>Grant Approved 21.03.24</td> <td></td> </tr> <tr> <td>Wireless Logic</td> <td>539.14</td> <td>CCTV Charges</td> <td></td> </tr> <tr> <td>Reay Security</td> <td>83.04</td> <td>CCTV Charges</td> <td></td> </tr> <tr> <td>Malcolm Wilkinson</td> <td>126.50</td> <td>Internal Audit Fees</td> <td></td> </tr> <tr> <td>DL Maintenance</td> <td>718.54</td> <td>Repairs to Bus Shelters</td> <td></td> </tr> </tbody> </table>	Payee	Amount	Description	Notes	House of Hamilton	2,525.00	Easter Events, Disco and Magic Show		Zoom Video Communications Inc	155.88	Annual Software Subscription		Northumberland County Council	<b>-143,247.00</b>	First Instalment – precept Receipt		Talk Talk Business	59.42	Telephone + Internet		House of Hamilton	600.00	Afternoon Tea		Clear Council Insurance	2,612.25	Annual Insurance Premium		Reay Security Limited	83.04	CCTV Charges		Bedlington Community Centre	8,040.00	Office Rent		Information Commissioner	35.00	Annual Subscription		Community Chest - Cygnus Support	500.00	Grant approved 11.04.24		Northumberland County Council	5,112.97	April Payroll Charges		NALC	1,683.63	Annual Subscription		Reay Security Limited	446.40	Play Area Gate Locking Charges		Reay Security Limited	809.64	CCTV Charges		Rural Services Partnership	141.60	Annual Subscription		Pupil Fund – West End Primary	1,500.00	Grant Approved 11.04.24		Pupil Fund – Whitley Memorial	1,500.00	Grant Approved 21.03.24		Wireless Logic	539.14	CCTV Charges		Reay Security	83.04	CCTV Charges		Malcolm Wilkinson	126.50	Internal Audit Fees		DL Maintenance	718.54	Repairs to Bus Shelters	
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		24/00578/COU	Change of use of dwelling to business/office use. Location Tregaron 1A Front Street West Bedlington Northumberland NE22 5TZ	GRANTED
24/29	f.	<b>Police Report.</b> No Police report this month.		
24/30	g.	<b>Financial Update / Bank Reconciliation.</b>		
		<b>Matter to be noted.</b>	<b>Determination</b>	
		<b>Bank Reconciliation</b> I. The Council are asked to note checked bank reconciliation of £375,006.78 as of 29th April 2024 and a Deposit Account Balance of £101,820.72 as of 29th April 2024.		The Council <b>NOTED</b> the bank reconciliation.
24/31	h.	HM King Charles III Portrait – Members were shown the new portrait for displaying within public buildings, which will be hung in the Council room.		
24/32	i.	<b>Date of Next Meeting.</b> The next meeting of the Council (subject to approval on the current agenda) will be on Thursday 13th June 2024 at 6.30pm in Bedlington Community Centre, Front Street West, Bedlington. The agenda for this meeting to be issued on Wednesday 5 <sup>th</sup> June 2024.		
24/33	j.	<b>Close of Meeting.</b> The Chair closed the meeting at 7.07pm		

**WEST BEDLINGTON TOWN COUNCIL - COUNCILLORS:**

Bill Crosby, Paul Hedley, Cath Henderson, Adam Hogg, Christine Taylor, Victoria Thompson, Jane Todd, Di Wallace, and Russ Wallace.

**Signed by Chair**

**Date**