



The Spetchells Centre
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Town Mayor/Chair: Councillor Gerry Price
Acting Clerk to the Council: Sarah Eden

3rd May 2018

Dear Sir/Madam

The Annual General Meeting of Prudhoe Town Council will be held in Meeting Room 1, the Spetchells Centre, Front Street, Prudhoe, at 7.00pm on Wednesday 9th May 2018, and you are requested to attend. Immediately after will be an Extraordinary Meeting of the Planning, Contract and Works Committee, for which you are also requested to attend.

All Councillors will be provided with their previously completed 'Declarations of Interest' to review. If amendments are required you will be given a clean copy to complete for re-submission.

Please find as a 'footnote' the items you should expect to be enclosed in this pack. If you find that any items are missing from the pack please contact me.

This is a public meeting.

Yours faithfully

Sarah Eden
Administrative Officer

AGENDA

1. Apologies for Absence
2. Declarations of Interest
- ANNUAL GENERAL MEETING OF PRUDHOE TOWN COUNCIL**
3. Election of Chair of the Prudhoe Town Council
4. To receive Chair's declaration of acceptance of office
5. Election of Vice-Chair of the Prudhoe Town Council
6. **Code of Conduct** to receive and endorse the Code of Conduct of Prudhoe Town Council (adopted May 2013), and agree any action to be taken (enc)ⁱ
7. **Committees, Sub-Committees, and Working Groups 2018/19** to agree the committees, sub-committees and working groups of the council for the coming year and to appoint members to them (enc)ⁱⁱ
8. **Representatives on Outside Bodies 2018/19** to confirm outside bodies for which the council is represented and agree to appoint members (enc)ⁱⁱⁱ
9. **Financial Regulations and Responsible Financial Officer** a) to receive and adopt Financial Regulations (previously adopted April 2017), and agree any action to be taken (enc)^{iv}, b) to agree to appoint the Responsible Financial Officer for 2018/19 financial year (*Council's are required by section 151 of the LGA 1972 to appoint an RFO to manage their financial affairs*)

- 10. Financial and Management Risk Assessment** to receive an updated record of key risks identified by the RFO and agree any action to be taken (enc)^v (*As a minimum, at least once a year the Council must take steps to identify and update the key risks facing the council*)
- 11. Internal Audit and Controls** a) to agree to appoint Peter Basnett as Internal Auditor for the 2018/19 financial year (*Regulation 6 of the Accounts and Audit (England) Regulations 2011 imposes a duty on local councils to 'maintain an adequate and effective system of internal audit of its accounting records, stipulating that the function must be independent and the person competent*), b) to agree to appoint two Councillors to undertake a 'Review of Effectiveness of Internal Controls' for the 2018/19 financial year (*Regulation 6 of the Accounts and Audit (England) Regulations 2011 also imposes a duty on local councils to at least once a year conduct in accordance with proper practices a review of the effectiveness of their system of internal control and publicly report the outcome*)

EXTRAORDINARY PLANNING, CONTRACT AND WORKS COMMITTEE MEETING

- 12. Planning Matters** a) to consider planning applications, including any pre-applications, received since the last meeting (enc)^{vi} and to be tabled) and agree responses to be submitted to NCC Planning, b) to receive recent planning notifications (enc)^{vii} and to be tabled)
- 13. Cottier Grange, Street Naming, application 15/02513/SN** to receive Northumberland County Council (NCC) consultation on street naming and numbering for phase 2 of Cottier Grange development, and agree response to be made (enc)^{viii}, to receive email summary of communication between Prudhoe & District Local History Society and Gentoo, which was the recommended consultative action of Prudhoe Town Council (enc)^{ix}
- 14. Public Seat in Town Centre in memory of Scott Westgarth (British light heavyweight boxer)** to receive a request from Rebecca Marshall (Westgarth) and agree action to be taken (enc)^x
- 15. Prudhoe West Academy, NCC Highway Improvements** to receive proposal and agree response to be given (enc)^{xi}
- a) 20mph speed limit signs from gateway to Fair View/Errington Place and throughout
 - b) 20mph (advisory) speed limit and school warning signs, from 46 West Road to 5 River View (travelling west)

Enclosures

ⁱ Code of Conduct

ⁱⁱ List of committees, sub-committees and working groups for which representatives must be agreed, with current representatives listed

ⁱⁱⁱ List of outside bodies for which representatives must be agreed, with current representative noted

^{iv} Financial Regulations (adopted April 2017)

^v Financial and Management Risk Assessment 2018

^{vi} Planning Applications Received

^{vii} Planning Notifications Received

^{viii} Phase 2 Development Cottier Grange, Street Naming and Numbering

^{ix} Emails detailing summary of consultation discussions between Prudhoe & District Local History Society and Gentoo

^x Email from Rebecca Marshall (Westgarth) requesting seat in memory of Scott Westgarth

^{xi} Prudhoe West Academy, NCC Highway improvements proposals