



The Spetchells Centre  
58 Front Street  
Prudhoe  
Northumberland  
NE42 5AA

Telephone: (01661) 835487

Email: [prudhoetc@hotmail.com](mailto:prudhoetc@hotmail.com)

Website: [www.parish-council.com/prudhoe](http://www.parish-council.com/prudhoe)

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

19<sup>th</sup> April 2018

Dear Sir/Madam

**The Ordinary Meeting** of Prudhoe Town Council will be held in Meeting Room 1, the Spetchells Centre, Front Street, Prudhoe, **commencing at 7:00 pm on Wednesday 25<sup>th</sup> April 2018**, and you are requested to attend.

**This is a public meeting.**

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.

If there is anything on the agenda that you would like further information on, or that you are unclear of, please do not hesitate to contact the office.

Yours faithfully

Sarah Eden  
Administrative Officer (Acting Clerk)

## AGENDA

1. **Apologies for Absence**
2. **Declarations of Interest**
3. **DRAFT Minutes of Ordinary Meeting, held on 28<sup>th</sup> March 2018 (enc)<sup>i</sup>** to receive and approve as a true record
4. **Matters Arising**
5. **DRAFT Report of the Planning, Contract and Works Committee (including Extraordinary Item), held on 11<sup>th</sup> April 2018 (enc)<sup>ii</sup>** to receive draft report for information
6. **County Councillor Reports**
7. **Accounts**
  - a) **Monthly Bank Reconciliations** – to receive statements 10<sup>th</sup> March – 31<sup>st</sup> March 2018 (enc)<sup>iii</sup>
  - b) **End of Year Reconciliation** – to receive statement 1<sup>st</sup> April 2017 – 31<sup>st</sup> March 2018 and note balances at year end (enc)<sup>iv</sup>

- c) **Statement of Expenditure from 1<sup>st</sup> April 2017 – 31<sup>st</sup> March 2018** - to receive statement and note planned spending to be carried forward into 2018/19 as not achieved in 2017/18; RFO to answer any questions on over and under spend (enc)<sup>v</sup>
- d) Endorsement of accounts paid since March meeting and authorisation of accounts to be paid (to be tabled)
- 8. **NALC Model Standing Orders** to receive updated model standing orders for local councils and agree to prepare new draft Standing Orders for Prudhoe Town Council; to be adopted at the Annual General Meeting (enc)<sup>vi</sup>
- 9. **Code of Conduct: Arrangements for dealing with standards allegations under the Localism Act 2011** to receive Northumberland County Council 'arrangements' for dealing with standards allegations, and agree to publish on Town Council website (enc)<sup>vii</sup>
- 10. **North of Tyne Devolution** to agree improved name suggestions to be forwarded to lead members
- 11. **Town Events Sub-Committee** to receive a report of the meeting held on 16<sup>th</sup> February 2018, and endorse the actions (enc)<sup>viii</sup>
- 12. **Democracy Working Group** to receive the report of the meeting held on 16<sup>th</sup> April 2018, and approve the recommendations in bold (enc)<sup>ix</sup>
- 13. **Prudhoe Town Council Young People's Forum (PTCYPF)** to receive the report of the meeting held on 21<sup>st</sup> March 2018, and agree any action to be taken (enc)<sup>x</sup>
- 14. **Reports from Outside Bodies** to receive any verbal reports from Councillors who are representatives on outside bodies
- 15. **Correspondence and Publications** to receive a list of formal correspondence (letter or email) received since the last meeting, and also a list of publications/magazines (to be tabled)

*To approve a motion, that in view of the confidential nature of the business to be transacted, the press and public be excluded for consideration of the following items, in accordance with Section 68 of the Council's Standing Orders:-*

- 16. **DRAFT Confidential Minutes of the Ordinary Meeting, held on 28<sup>th</sup> March** to receive and approve as a true record (enc)<sup>xi</sup>
- 17. **Kimberly Park Football Ground** to receive a request from the club for landlord's consent to allow Prudhoe Youth Club FC Seniors and Newcastle University Football Club to use the grounds for the 2018-19 Season (enc)<sup>xii</sup>
- 18. **Human Resources Committee**
  - a) to receive a report of the meeting held on 9<sup>th</sup> February 2018 (enc)<sup>xiii</sup>
  - b) to receive a report of the meeting held on 7<sup>th</sup> March 2018 (enc)<sup>xiv</sup>
  - c) to receive a report of the meeting held on 16<sup>th</sup> April, and approve the recommendations in bold (enc)<sup>xv</sup>
- 19. **Staffing Matters** to receive any update from the HR Committee and agree any action to be taken

## Enclosures

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- i Draft Minutes of the Ordinary Meeting, held on 28<sup>th</sup> March 2018
- ii Draft Report of the Planning, Contract and Works Committee, held on 11<sup>th</sup> April 2018
- iii Bank Reconciliations, 10<sup>th</sup> March – 31<sup>st</sup> March 2018
- iv EOY Bank Reconciliation 1<sup>st</sup> April 2017 – 31<sup>st</sup> March 2018
- v Statement of Budget & Expenditure 1<sup>st</sup> April 2016 – 31<sup>st</sup> March 2018
- vi NALC Model Standing Orders
- vii NCC Arrangements for dealing with standards allegations under the Localism Act 2011
- viii Town Events Sub-Committee Meeting, 16<sup>th</sup> February 2018
- ix Report of the Democracy Working Group, 16<sup>th</sup> April 2018
- x Report of PTCYPF Meeting, 21<sup>st</sup> March 2018
- xi Draft Confidential Minutes of the Ordinary Meeting, 28<sup>th</sup> March 2018
- xii Email request for formal consent
- xiii HR Committee Meeting, 9<sup>th</sup> February 2018
- xiv HR Committee Meeting, 7<sup>th</sup> March 2018
- xv HR Committee Meeting, 16<sup>th</sup> April 2018



