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Town Mayor: Councillor Mrs Jennifer McGee

Executive Officer/Clerk to the Council: Richard Whinney

21st July 2016

Dear Sir/Madam

The Ordinary Meeting of Prudhoe Town Council will be held in Meeting Room 1, the Spetchells Centre, Front Street, Prudhoe, at 7:00pm on Wednesday 27th July 2016, and you are requested to attend.

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.

Yours faithfully

Richard Whinney
Executive Officer / Clerk to the Council

AGENDA

1. **Apologies for Absence**
2. **Declarations of Interest**
3. **Minutes of Ordinary Meeting, held on 29th June 2016** to receive (enc)ⁱ
4. **Matters Arising**
5. **Report of Planning Contract & Works Committee Meeting held on 13th July 2016** to receive (to follow)
6. **Accounts** a) Bank Reconciliations – to receive 10th June – 8th July 2016 (enc)ⁱⁱ b) Statement of Expenditure from 1st April 2016 to 21st July 2016 - to receive statement (enc)ⁱⁱⁱ c) Authorisation of accounts to be paid since last meeting, and endorsement of accounts already paid (to be tabled)
7. **Annual Return** a) to receive annual governance statement for year ended 31st March 2016; to approve that the annual governance statement is signed by the chairman and the clerk (enc)^{iv}, b) to receive the accounting statements for the year ended 31st March 2016, signed by the Responsible Financial Officer; to approve that the accounting statement is signed by the chairman (enc)^v, c) to receive and approve for return completed Appendix 1, Appendix 2 (enc)^{vi} and Intermediate Review Questionnaire (enc)^{vii}, d) to receive Internal Audit Report, and agree any action to be taken (enc)^{viii}, e) to receive and approve for submission the 2015-16 Report on Financial Variances (enc)^{ix} and agree any action to be taken
8. **Human Resources Committee** to receive the formal resignation of Cllr Mrs J McGee from the committee and agree to nominate a further member

- 9. Centenary Fields** to receive request for potential 'centenary fields' in Prudhoe and agree any action to be taken (enc)^x
- 10. Speeding in Prudhoe** to consider resident letter and agree any action to be taken (enc)^{xi}
- 11. Eastwood Park Play Provision** a) to receive report of the meeting held on 7th July with Sam Talbot (NCC Green Spaces) and Emma Evans (Active Northumberland), and agree any action to be taken (to follow), b) to receive verbal report from Cllr Mrs J McGee on the meeting held at Eastwood Park with Cllrs and Sam Talbot (NCC Green Spaces)
- 12. Prudhoe Neighbourhood Management Meeting** to receive the report of the meeting held on 20th July and agree any action to be taken (to follow)
- 13. Local Transport Plan (LPT) Programme 2017-18** a) to receive highways and transport related requests held on database by Northumberland County Council, for the Prudhoe area in the last three years (enc)^{xii}, b) to agree the top three priorities the council would like scored against the LPT criteria for inclusion in the 2017-18 LTP
- 14. Hate Crimes** *(placed on the agenda by Cllr Mrs E Burt)*
- 15. Tyne Valley Flood Review** to receive response from Ed Rollason and agree any action to be taken (enc)^{xiii}
- 16. West Mickley Play Area** *(placed on the agenda by Cllr Mrs C Cuthbert)*
- 17. Events Committee** to receive report of the meeting held on 25th July and agree any action to be taken (to follow)
- 18. Reports from outside bodies**
 - Prudhoe Community Partnership
 - Northumberland CAB (enc)^{xiv}
 - East Tynedale Local Councils Forum (enc)^{xv}
 - Northumberland County Council
 - Any other organisations
- 19. Correspondence and Publications** to receive a report on items submitted since the last meeting (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:-

- 20. Confidential Minutes of Ordinary Meeting, held on 29th June 2016** to receive the minute and agree any action to be taken (to follow)
- 21. Human Resources Matters** a) to receive the advice of Stephen Rickitt (Chairman of NALC) regarding the handling of internal grievances, and agree any action to be taken (enc)^{xvi} b) to receive a report of the meeting held on 26th July and agree any action to be taken (to be tabled)
- 22. Events Committee** to receive confidential item from the meeting held on 25th July, and agree any action to be taken (to follow)

Enclosures

- ⁱ Minutes of the Ordinary Meeting, 29th June 2016
- ⁱⁱ Bank Reconciliations, 10th June – 8th July 2016
- ⁱⁱⁱ Statement of Budget & Expenditure 1st April – 21st July 2016
- ^{iv} Annual Return – Section 1
- ^v Annual Return – Section 2
- ^{vi} Appendix 1 and Appendix 2
- ^{vii} Intermediate Review Questionnaire
- ^{viii} Internal Audit Report for Annual Return
- ^{ix} 2015-16 Report on Financial Variances
- ^x Information on Centenary Fields initiative
- ^{xi} Resident letter on speeding in Prudhoe
- ^{xii} Database of requests relating to highways and transport
- ^{xiii} Email response from Ed Rollason to Council's interest in public forum
- ^{xiv} CAB Quarter 1 2016/17 Report
- ^{xv} Flyer for Tynedale Community Bank
- ^{xvi} Email from S Rickitt concerning Human Resources sub-committee