



Address: The Spetchells Centre  
58 Front Street  
Prudhoe  
Northumberland  
NE42 5AA

Tel/Fax/Ans: 01661 835487

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

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

Town Mayor: Councillor Mrs Eileen Burt

Executive Officer/Clerk to the Council: Richard Whinney

21<sup>st</sup> May 2015

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 27<sup>th</sup> May 2015, 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. Election of Chairman of the Town Council**
- 4. To receive Chairman's declaration of acceptance of office**
- 5. Election of Vice-Chairman of the Town Council**
- 6. Notice of Election:** to receive notice of Election in Prudhoe West & Halfway Ward (enc)<sup>i</sup>
- 7. Representatives on Outside Bodies 2015-16** to agree to appoint (enc)<sup>ii</sup>
- 8. Committees, Sub-Committees, and Working Groups 2015-16** to appoint members to committees, sub-committees and working groups (enc)<sup>iii</sup>
- 9. Standing Orders of Council** to adopt standing orders (copy for each member to be given at meeting and available on-line at <http://www.parish-council.com/prudhoe/index.asp?pageid=563839>)
- 10. Financial Regulations** to adopt financial regulations (copy tabled due to size of document, can be viewed on-line at <http://www.parish-council.com/prudhoe/index.asp?pageid=563839>)
- 11. Responsible Financial Officer** to agree to appoint Mr R Whinney as Responsible Financial Officer for 2015-16
- 12. Internal Audit** a) to receive the completed internal audit for 2014/15 and agree any action to be taken (enc)<sup>iv</sup>, b) to agree to appoint Mr P Basnett as internal auditor for 2015-16
- 13. Financial and Management Risk Assessment** to receive and adopt (enc)<sup>v</sup>

- 14. Minutes of Ordinary Meeting, held on 29<sup>th</sup> April 2015** to receive (enc)<sup>vi</sup>
- 15. Matters Arising**
- 16. Report of Planning Contract & Works Committee Meeting held on 13<sup>th</sup> May 2015** to receive (enc)<sup>vii</sup>
- 17. Accounts** a) Bank Reconciliations – to receive 10<sup>th</sup> April – 9<sup>th</sup> May 2015 (enc)<sup>viii</sup> b) Statement of Expenditure from 1<sup>st</sup> April 2015 to 22<sup>nd</sup> May 2015 - to receive statement (enc)<sup>ix</sup> c) Authorisation of accounts to be paid since last meeting, and endorsement of accounts already paid (to be tabled)
- 18. Television License Scheme (TVLS)** to receive report and agree any action to be taken (enc)<sup>x</sup>
- 19. Castle Dene Play Area** to receive update (placed on the agenda by Cllr Mrs E Burt)
- 20. PTC Young People's Forum** to receive minutes of the meeting held on 18<sup>th</sup> March 2015, and agree any action to be taken (enc)<sup>xi</sup>
- 21. Prudhoe Market** to receive the report of the meeting held on 24<sup>th</sup> April 2015, and agree any action to be taken (enc)<sup>xii</sup>
- 22. In Bloom** to receive the report of the meeting held on 11<sup>th</sup> May 2015, and endorse any actions agreed (enc)<sup>xiii</sup>
- 23. Town Events** to receive the report of the meeting held on 11<sup>th</sup> May 2015, and agree any action to be taken (enc)<sup>xiv</sup>
- 24. Reports from outside bodies**
- Prudhoe Community Partnership
  - Prudhoe Town Twinning Association – to receive notice of new Mayor of Mitry-Mory and agree any action to be taken
  - Prudhoe Community Allotment – to receive report for March/April (enc)<sup>xv</sup>
  - Northumberland County Council
  - SCA Community Forum
  - Northumberland Association of Local Councils
  - Any other organisations
- 25. Correspondence and Publications:** to receive a report on items submitted since the last meeting (to be tabled)

## Enclosures

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- <sup>i</sup> Notice of Election for Prudhoe West & Halfway Ward
- <sup>ii</sup> List of outside bodies for which representatives must be agreed, with current representative
- <sup>iii</sup> List of committees, sub-committees and working groups for which representatives must be agreed, with current representative
- <sup>iv</sup> Internal Audit 2014/15 – Mr Peter Basnett
- <sup>v</sup> Financial and Management Risk Assessment (continually up-dated document)
- <sup>vi</sup> Minutes of the Ordinary Meeting, 29<sup>th</sup> April 2015
- <sup>vii</sup> Report of the Planning, Contract and Works Committee, 13<sup>th</sup> May 2015
- <sup>viii</sup> Bank Reconciliations, 10<sup>th</sup> April – 9<sup>th</sup> May 2015
- <sup>ix</sup> Statement of Budget & Expenditure 1<sup>st</sup> April 2015 – 22<sup>nd</sup> May 2015
- <sup>x</sup> Report of issues relating to Prudhoe Post Office no longer supporting this scheme
- <sup>xi</sup> Minutes of meeting held on 18<sup>th</sup> March, PTC Young Peoples Forum
- <sup>xii</sup> Report of the Prudhoe Market meeting held on 11<sup>th</sup> May 2015
- <sup>xiii</sup> Report of In Bloom meeting held on 11<sup>th</sup> May 2015
- <sup>xiv</sup> Report of Events Meeting, held on 11<sup>th</sup> May 2015
- <sup>xv</sup> Prudhoe Community Allotment – Report for March/April 2015