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Town Mayor: Councillor Mrs Eileen Burt

Executive Officer/Clerk to the Council: Richard Whinney

19<sup>th</sup> May 2016

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 25<sup>th</sup> May 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

*Sarah Eden*

## 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. **Committees, Sub-Committees, and Working Groups 2016-17** a) to agree the committees, sub-committees and working groups of the council for the coming year<sup>1</sup> b) to appoint members to committees, sub-committees and working groups (enc)<sup>i</sup>
7. **Representatives on Outside Bodies 2016-17** a) to confirm outside bodies for which the council are represented and agree to appoint members (enc)<sup>ii</sup>
8. **Standing Orders of Council** to receive the Standing Orders of the Council (adopted May 2015) and agree any action to be taken (enc)<sup>iii</sup>
9. **Financial Regulations and Responsible Financial Officer** a) to receive the report and recommendations of the meeting of the Financial Regulations Working Group, held on 16<sup>th</sup> May 2016, and agree any action to be taken (enc)<sup>iv</sup>, b) to agree to appoint Mrs S Eden as Responsible Financial Officer for 2016-17 c) to agree to adopt the Financial Regulations (as amended) May 2016 (enc)<sup>v</sup>

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<sup>1</sup> See paragraphs 42-53 of Standing Orders for information on Committees, Sub-Committees and Advisory Committees.

- 10. Internal Audit** a) to receive the completed internal audit for 2015-16 and agree any action to be taken (enc)<sup>vi</sup>, b) to agree to appoint Mr P Basnett as internal auditor for 2016-17, noting that this will be his final year
- 11. Minutes of Ordinary Meeting, held on 27<sup>th</sup> April 2016** to receive (enc)<sup>vii</sup>
- 12. Matters Arising**
- 13. Report of Planning Contract & Works Committee Meeting held on 11<sup>th</sup> May 2016** to receive (enc)<sup>viii</sup>
- 14. Accounts** a) Bank Reconciliations – to receive 1<sup>st</sup> April – 9<sup>th</sup> May 2016 (enc)<sup>ix</sup>  
b) Statement of Expenditure from 1<sup>st</sup> April 2016 to 19<sup>th</sup> May 2016 - to receive statement (enc)<sup>x</sup> c) Authorisation of accounts to be paid since last meeting, and endorsement of accounts already paid (to be tabled)
- 15. Additional Balances** to explanatory report on additional balances reported in April, and agree any action to be taken (enc)<sup>xi</sup>
- 16. Town Council Insurance** to receive summary of premium for 2016/17, and agree any action to be taken (enc)<sup>xii</sup>
- 17. Core Strategy** to receive response from Guy Opperman MP (enc)<sup>xiii</sup>
- 18. Reports from outside bodies**
- Prudhoe Community Partnership
  - Northumberland County Council
  - SCA Community Forum
  - 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. Personnel and Standards Committee** a) to receive the report of the meeting held on 4<sup>th</sup> April 2016 (enc)<sup>xiv</sup>, b) to receive the report and recommendations of the meeting held on 16<sup>th</sup> May, and agree any action to be taken (enc)<sup>xv</sup>, c) to receive the draft policy on 'Working Hours and Time off in Lieu', and agree any action to be taken (enc)<sup>xvi</sup>, d) to receive the draft policy on 'Time off work for Public Duties', and agree any action to be taken (enc)<sup>xvii</sup>
- 21. Bus Shelter (B6396 Prudhoe Golf Club)** to receive quotations for repair to bus shelter, and agree any action to be taken (enc)<sup>xviii</sup>

## Enclosures

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- <sup>i</sup> List of committees, sub-committees and working groups for which members must be agreed, with current members
- <sup>ii</sup> List of outside bodies for which representatives must be agreed, with current representative
- <sup>iii</sup> Prudhoe Town Council Standing Orders, adopted May 2015
- <sup>iv</sup> Report of Financial Regulations Meeting held on 16<sup>th</sup> May 2016
- <sup>v</sup> Financial Regulations (as amended) May 2016
- <sup>vi</sup> Internal Audit 2015/16
- <sup>vii</sup> Minutes of the Ordinary Meeting, 27<sup>th</sup> April 2016
- <sup>viii</sup> Report of the Planning, Contract and Works Committee, 11<sup>th</sup> May 2016
- <sup>ix</sup> Bank Reconciliations, 1<sup>st</sup> April – 9<sup>th</sup> May 2016
- <sup>x</sup> Statement of Budget & Expenditure 1<sup>st</sup> April 2016 – 19<sup>th</sup> May 2016
- <sup>xi</sup> Report of Additional Balances
- <sup>xii</sup> Report on Insurance Premium and copy of Invoice for payment
- <sup>xiii</sup> Email response from Guy Opperman, 11<sup>th</sup> May 2016
- <sup>xiv</sup> Minutes of Personnel and Standards Committee Meeting, 4<sup>th</sup> April 2016 (previously deferred)
- <sup>xv</sup> Minutes of Personnel and Standards Committee Meeting, 16<sup>th</sup> May 2016
- <sup>xvi</sup> Draft Policy of Working Hours and Time off in Lieu, May 2016
- <sup>xvii</sup> Draft Policy of Working Hours and Time off in Lieu, May 2016
- <sup>xviii</sup> Quotations received