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Town Mayor: Councillor Mrs Eileen Burt

Executive Officer/Clerk to the Council: Richard Whinney

22nd April 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 April 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. **Michael Michael** one minute's silence as a mark of respect on the passing of this former councillor
4. **Northumberland Community Voluntary Action (Northumberland CVA)** in attendance with presentation of the services they offer
5. **Minutes of Ordinary Meeting, held on 30th March 2016** (enc)ⁱ
6. **Matters Arising**
7. **Report of the Planning, Contract and Works Meeting, held on 13th April 2016** (to follow)
8. **Accounts 2015/16** a) End of year Bank Reconciliation – to receive (enc)ⁱⁱ, b) Monthly Bank Reconciliations – to receive statements 10th March – 31st March 2016 (enc)ⁱⁱⁱ, c) Statement of Expenditure from 1st April 2015 – 31st March 2016 – to receive statement and note money carried over to budget headings for invoices to be paid in 2016/17 (enc)^{iv}
9. **Accounts 2016/17** a) to receive statement of Budget for 2016/17 (previously agreed) (enc)^v, b) to receive updated 'additional balances available' and agree any action to be taken (enc)^{vi}, c) to authorise accounts to be paid since last meeting, and to endorse accounts already paid (to be tabled)
10. **Town Council Insurance** to receive the council's Insurance Policy Schedule for 2016/17 and agree any action to be taken (enc)^{vii} NB. *(full policy will be tabled)*
11. **BDO: Notice of Annual Review of Accounts, year ending 31 March 2016** a) to formally receive the Annual Return and Intermediate Questionnaire for completion by 11th July 2016, b) to agree that accounts will be made available to members of the public from 27th June 2016 – 5th August 2016
12. **Financial Regulations** to agree to convene group of Councillors to review Financial Regulations and make recommendations to the Council

13. Tyne River Crossing to receive responses from neighbouring parish councils and agree any action to be taken (enc)^{viii}

14. Reports from outside bodies

- Northumberland County Council
- Prudhoe Community Partnership
- East Tynedale Local Councils Forum
- Northumbria Citizens Advice Bureau (encs)^{ix}
- Prudhoe Community Allotment (enc)_x

15. Annual Town Meeting to note the date of the Annual Town Meeting, to be held on Wednesday 18th May, from 6:15pm, and agree any action to be taken

16. 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:-

17. Cemetery Fencing to receive quotations and recommendations for fencing to the south boundary of Edgewell Old Cemetery, and agree any action to be taken (enc)^{xi}

18. Personnel Committee to receive the report of the meeting of the Personnel Committee held on 4th April, and agree any action to be taken (to follow)

Enclosures

- i Minutes of the Ordinary Meeting, held on 30th March
- ii End of Year Bank Reconciliation 1st April 2015 – 31st March 2016
- iii Bank Reconciliations, 10th March 2015 – 31st March 2016
- iv Statement of Budget & Expenditure 1st April 2015 – 31st March
- v 2016 Statement of Budget and Expenditure 2016/17
- vi Additional Balances
- vii Insurance Policy Schedule 2016/17
- viii Tyne River Crossing Responses
- ix NCAB Update, 4th Quarter Update Prudhoe Report
- x Prudhoe Community Allotment Newsletter
- xi Fencing quotations