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Town Mayor: Councillor Mrs Jennifer McGee

Executive Officer/Clerk to the Council: Richard Whinney

22nd September 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 28th September 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 27th July 2016** to receive (enc)ⁱ
4. **Matters Arising**
5. **Minutes of the Extra-Ordinary Meeting of the Planning Contract & Works Committee Meeting held on 10th August 2016** to receive (enc)ⁱⁱ
6. **Matters Arising**
7. **Report of Planning Contract & Works Committee Meeting held on 14th September 2016** to receive (to follow)
8. **Accounts** a) Bank Reconciliations – to receive 9th July – 9th September 2016 (enc)ⁱⁱⁱ b) Statement of Expenditure from 1st April 2016 to 21st September 2016 - to receive statement and review half-year spending (enc)^{iv} c) Authorisation of accounts to be paid since last meeting, and endorsement of accounts already paid (to be tabled)
9. **Annual Return** a) to receive Notice of Conclusion of External Audit (enc)^v, b) to receive 'Issues Arising Report' (enc)^{vi} and respective 'Action Plan' (enc)^{vii}, and agree any action to be taken, c) to endorse the publication of information pertaining to the External Audit, year ending March 2016, on the Council website

- 10. The 2017/18 Local Government Finance Settlement: Technical Consultation Paper** to receive details of where to access the consultation paper and agree any action to be taken, response required by 28th October 2016 <https://www.gov.uk/government/consultations/local-government-finance-settlement-2017-to-2018-technical-consultation>
- 11. Highfield Lane Traffic Consultation** to receive details of traffic management consultation on Highfield Lane, and agree any action to be taken (enc)^{viii}
<http://www.northumberland.gov.uk/Highways/Roads/Traffic.aspx#2trafficmanagementconsultation>
- 12. Eastwood Park Play Provision** to receive verbal report of the consultation event held on 12th September by Sam Talbot (NCC Green Spaces) and Emma Evans (Active Northumberland)
- 13. Events Committee** to receive report of the meeting held on 6th September, and agree any action to be taken (enc)^{ix}
- 14. Transfer of Play Areas** to receive verbal update and agree any action to be taken
- 15. Reports from outside bodies**
 - Northumberland County Council
 - Prudhoe Community Partnership
 - Prudhoe Pathforce (enc)^x
 - East Tynedale Local Councils Forum
 - Any other organisations
- 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. Confidential Minutes of Ordinary Meeting, held on 27th July 2016** to receive the minute and agree any action to be taken (enc)^{xi}
- 18. Christmas Lights Switch-On Event** to receive verbal update and agree any action to be taken
- 19. Human Resources Committee** a) to receive the minutes of the meeting held on 26th July 2016 (enc)^{xii}, b) to receive the minutes of the meeting held on 23rd September 2016, and agree any action to be taken (to follow)

Enclosures

- i Minutes of the Ordinary Meeting, 27th July 2016
- ii Report of the Planning Contract and Works Committee Meeting, 10th August 2016
- iii Bank Reconciliations, 9th July – 9th September 2016
- iv Statement of Budget & Expenditure 1st April – 21st September 2016
- v Notice of Conclusion of External Audit
- vi BDL Ltd Issues Arising in Audit for Year Ending March 2016
- vii RFO Action Plan for remedy of 'Issues Arising'
- viii Highfield Lane Consultation Letter and Map
- ix Report of the Events Group Meeting, 6th September 2016
- x Minutes of Pathforce Meeting, 18th July 2016
- xi Confidential Minutes of the Ordinary Meeting, 27th July 2016
- xii Minutes of the Human Resources Committee Meeting, 26th July 2016