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Town Mayor: Councillor Gerry Price

Executive Officer/Clerk to the Council: Richard Whinney

19th October 2017

Dear Sir/Madam

The Ordinary Meeting of Prudhoe Town Council will be held in Meeting Room 1, the Spetchells Centre, Front Street, Prudhoe, commencing at 7 pm **on Wednesday 25th October 2017**, and you are requested to attend.

This is a public meeting.

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.

If there is anything on the agenda that you would like further information on, or that you are unclear of, please do not hesitate to contact the office.

Yours faithfully

Sarah Eden
Administrative Officer (Acting Clerk)

AGENDA

- 1. Apologies for Absence**
- 2. Declarations of Interest**
- 3. Presentation by Luke Shears on Low Prudhoe Development**
- 4. DRAFT Minutes of Ordinary Meeting, held on 27th September 2017 (enc)ⁱ to receive**
- 5. Matters Arising**
- 6. County Councillor Reports**
 - a) To receive local updates from County Councillors, and present any questions (to follow)
 - b) To receive information relating to Northumberland County Council, and agree any action to be taken
- 7. Annual Return**
 - a) to receive the 'Annual Return' (enc)ⁱⁱ and 'Notice of Conclusion of External Audit' (enc)ⁱⁱⁱ, and agree to display these documents on the Town Council Notice board and Website

- b) to receive the 'Issues Arising Report' (enc)^{iv} and actions recommended by the Responsible Financial Officer (enc)^v
c) to agree any further actions as a result of the 'Issues Arising Report'

8. Accounts

- a) Monthly Bank Reconciliations – to receive statements 10th September – 9th October 2017 (enc)^{vi}
b) Statement of Expenditure from 1st April 2017 – 19th October 2017 - to receive statement (enc)^{vii} and half-year report from RFO (enc)^{viii}, and agree any action to be taken
d) Endorsement of accounts paid since September meeting and authorisation of accounts to be paid (to be tabled)

9. Town Council Objectives and Financial Planning

- a) to agree a working group to look at short, medium and long term council objectives and how to measure achievement against these (placed on the agenda by Cllr Gerry Price/Cllr Tracy Gilmore/Cllr Yvonne Ritchie)
b) to agree an financial planning process that includes consultation with members of the public on spending and budget priorities (placed on the agenda by Cllr Yvonne Ritchie)

10. Proposal for a Partnership between Northumberland County Council (NCC) and Parish and Town Councils to improve the provision of up to date, accurate information regarding bus times at a local level to receive the proposal and agree how to respond to NCC (enc)^{ix}

11. Prudhoe Hospital Development

- a) to receive an update from Gentoo regarding the development of Cottier Grange, with reference to the use of Moor Road for construction traffic (enc)^x
b) to agree to write to Gentoo and NCC to request a guarantee that following the damage caused by construction traffic using Moor Road, the road will be fully repaired and reinstated as soon as access by construction traffic is no longer necessary (proposed by Cllr Jennifer McGee)

12. Castlefields Re-provision of Toddler Play Area to receive an update following a scheduled meeting between Bellway Homes and Persimmon Homes regarding the offer presented to the Town Council to reinstate and adopt the toddler play area, and agree any action to be taken

13. Reports from outside bodies

- Town Twinning (enc)^{xi}
- Prudhoe Community Partnership
- Community Transport Group
- Any other organisations

14. 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:-

15. DRAFT CONFIDENTIAL Minutes of Ordinary Meeting, held on 27th September 2017 to receive (enc)^{xii}

16. CONFIDENTIAL Minutes of the Human Resources Committee Meeting, held on 26th September 2017 to receive (enc)^{xiii},

17. CONFIDENTIAL Human Resources Committee Meeting, held on 20th October 2017 to receive the recommendations of the meeting, and agree any action to be taken

Enclosures

- i Draft Minutes of the Ordinary Meeting, held on 27th September 2017
- ii Annual Return 2016/17
- iii Notice of Conclusion of External Audit
- iv Issues Arising Report for PTC 2016/17
- v Recommended Action Plan
- vi Bank Reconciliations, 10th September – 9th October 2017
- vii Statement of Budget & Expenditure 1st April 2016 – 19th October 2017
- viii RFO Half-Year Report 2017/18
- ix NCC Proposal on Partnership with Town and Parish Councils to provide bus information
- x Communications update from Gentoo, Cottier Grange, 17th October 2017
- xi Notice of event on Friday 27th October and schedule for the weekend
- xii Draft Minutes of the Ordinary Meeting, held on 27th September 2017
- xiii Confidential Minutes of the HR Committee Meeting, held on 26th September 2017