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Town Mayor: Councillor Mrs Jennifer McGee

Executive Officer/Clerk to the Council: Richard Whinney

20<sup>th</sup> April 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 7pm **on Wednesday 26<sup>th</sup> April 2017**, 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. **Mrs Maureen Goodfellow** one minute's silence as a mark of respect on the passing of this former Councillor
4. **DRAFT Minutes of Ordinary Meeting, held on 29<sup>th</sup> March 2017** (enc)<sup>i</sup>
5. **Matters Arising**
6. **DRAFT Minutes of the Extraordinary Meeting incorporating the meeting of the Planning, Contracts and Works Committee, held on 12<sup>th</sup> April 2017** (enc)<sup>ii</sup>
7. **Matters Arising**
8. **Accounts**
  - a) Monthly Bank Reconciliations – to receive statements 9<sup>th</sup> March 2017 – 10<sup>th</sup> April 2017 (enc)<sup>iii</sup>
  - b) Year End Bank Reconciliation – to receive statement 1<sup>st</sup> April 2016 – 31<sup>st</sup> March 2017 (enc)<sup>iv</sup>
  - c) Statement of Expenditure from 1<sup>st</sup> April 2016 – 31<sup>st</sup> March 2017 - to receive statement (enc)<sup>v</sup>
  - d) 2017/18 Statement of Budget (enc)<sup>vi</sup>
  - e) Endorsement of accounts paid since last meeting, and authorisation of accounts to be paid (to be tabled)
9. **Landscaped Gateways and Roundabouts** to receive proposal for additional work to contract, and agree any action to be taken (enc)<sup>vii</sup>

- 10. Internal Audit** a) to receive report from Peter Basnett (Internal Auditor) for the year ending 31<sup>st</sup> March 2017, and agree any action to be taken (enc)<sup>viii</sup>, b) to agree to appoint internal auditor for the 2017/18 Financial Year
- 11. Review of Effectiveness of Internal Controls** to receive report from Cllrs Price and Reid, and agree any action to be taken (enc)<sup>ix</sup>
- 12. BDO LLP Annual Return 2016/17** a) to receive the notice of the annual review of accounts and intermediate questionnaire for year ending 2016/17 and agree to complete Annual Return, including Accounting Statement and Annual Governance Statement, for approval on 31<sup>st</sup> May (enc)<sup>x</sup>, b) to agree to ensure the Responsible Financial Officer is able to provide electors with the opportunity to inspect accounts from 3<sup>rd</sup> July for a period of 30 working days, c) to agree that the Annual Return and supplementary information is returned to BDO LLP by 17<sup>th</sup> July
- 13. Liaison with Councillors** (placed on the agenda by Cllr Mrs Jennifer McGee)
- 14. Northumberland Estates: Highfield Park Rent Review** to receive notice and agree any action to be taken (enc)<sup>xi</sup>
- 15. Humbles Wood Play Feature** to receive revised proposals from Gentoo Homes for Humbles Wood Play Feature and agree any action to be taken (enc)<sup>xii</sup>
- 16. Castlefields Play Area** to receive any update from Bellway Homes and Persimmon Homes, and agree any action to be taken
- 17. Meeting Dates and New Council Arrangements (enc)<sup>xiii</sup>** a) to agree the date and format of the Annual Town Meeting, b) to agree the date of the Annual General Meeting, c) to confirm the date of the May Ordinary Meeting
- 18. Reports from outside bodies**
- Northumberland County Council
  - Prudhoe Community Partnership
  - NCC Town and Parish Liaison Working Group (enc)<sup>xiv</sup>
  - 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. DRAFT Confidential Minute of the Extraordinary Meeting incorporating the meeting of the Planning, Contracts and Works Committee, held on 12<sup>th</sup> April 2017 (enc)<sup>xv</sup>**
- 21. Matters Arising**
- 22. Performance Appraisal of the Clerk** to receive information and agree any action to be taken

## Enclosures

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- i Draft Minutes of the Ordinary Meeting, held on 29<sup>th</sup> March 2017
- ii Draft Minutes of the Extra-Ordinary Meeting, including Planning, Contract and Works Committee Meeting, held on 12<sup>th</sup> April 2017
- iii Bank Reconciliations, 9<sup>th</sup> March – 10<sup>th</sup> April 2017
- iv EOY Reconciliation, 1<sup>st</sup> April 2016 – 31<sup>st</sup> March 2017
- v Statement of Budget & Expenditure 1<sup>st</sup> April 2016 – 22<sup>nd</sup> March 2017
- vi 2017/18 Statement of Budget
- vii Hollybush Proposals for Landscaped Gateways and Roundabouts
- viii Internal Audit 2016/17
- ix Review of Effectiveness of Internal Controls; Report by Cllrs Price and Reid
- x Notice of annual review of accounts and Intermediate Review Questionnaire
- xi Notice of Rent Review for Highfield Park
- xii Covering email and design proposal for play feature at Humbles Wood
- xiii May/June calendar with specified deadlines
- xiv Report of meeting held on 2<sup>nd</sup> March 2017
- xv Draft Minutes of the Extra-Ordinary Meeting, including Planning, Contract and Works Committee Meeting, held on 12<sup>th</sup> April 2017