



Address: The Spetchells Centre
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Website: www.parish-council.com/prudhoe

Town Mayor: Councillor Gerry Price

Executive Officer/Clerk to the Council: Richard Whinney

22nd June 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 28th June 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

Sarah Eden
Administrative Officer (Acting Clerk)

AGENDA

- 1. Apologies for Absence**
- 2. Declarations of Interest**
- 3. Children North East and Youth Link Developments and Opportunities in Prudhoe** (presentation by Sarah Morrison - Tynedale Youth Link, and Luke Bramhall - Children North East)
- 4. DRAFT Minutes of Ordinary Meeting, held on 31st May 2017** (enc)ⁱ
- 5. Matters Arising**
- 6. County Councillor Reports**
 - a) To receive local updates from County Councillors, and present any questions (enc)ⁱⁱ
 - b) To receive information relating to Northumberland County Council, and agree any action to be taken
- 7. DRAFT Report of the Planning, Contracts and Works Committee, held on 14th June 2017** (enc)ⁱⁱⁱ
- 8. Accounts**
 - a) Monthly Bank Reconciliations – to receive statements 10th May – 9th June 2017 (enc)^{iv}
 - b) Statement of Expenditure from 1st April 2017 – 22nd June 2017 - to receive statement and agree any action to be taken (enc)^v
 - c) Endorsement of accounts paid since last meeting, and authorisation of accounts to be paid (to be tabled)
- 9. Annual Return 2016-17**
 - a) To respond to each statement of the Annual Governance Statement 2016-17 (section 1 of the Annual Return) and to record the council's approval, including minute reference and the signature of the Chair and the Clerk (enc)^{vi},

- b) To receive and approve the Accounting Statement 2016-17 (section 2 of the Annual Return) and to record the council's approval, including minute reference and the signature of the Chair (enc)^{vii}
- c) To receive and approve the return of the Intermediate Review Questionnaire for the year ended 31st March 2017 (enc)^{viii}
- d) To be informed of publication of section 1 and section 2 of the Annual Return 2016-17 on the Town Council website from 29th June and of the commencement of the inspection period for members of the public from 3rd July
- 10. Hexham Hospital** to consider Community Forum on the future of overnight urgent care services at Hexham Hospital (*to be reviewed following decision this week*)
- 11. Castlefields Toddler Play Area** to receive verbal update and agree any action to be taken
- 12. Prudhoe East Youth Centre**
- a) To receive the running and repair costs associated with Prudhoe East Youth Centre and agree any action to be taken (enc)^{ix}
- b) To receive verbal update on progress in respect of the Prudhoe East Centre feasibility study and endorse action taken, and to receive verbal report of on-going action
- 13. Road-Ends Toilets**
- a) To receive the report of the meeting held on 6th June 2017 (enc)^x
- b) To receive the report of the meeting held on 19th June 2017, and agree any action to be taken (enc)^{xi}
- c) To formally agree to write to Northumberland County Council to request the transfer of the Road-Ends toilets following refurbishment
- 14. Reports from outside bodies**
- Prudhoe Community Partnership
 - East Tynedale Forum (enc)^{xii}
 - Tyne Valley Rail Users Group (enc)^{xiii}
 - Any other organisations
- 15. 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:-

16. Human Resources Committee

- a) To receive recommended Employee 'Code of Conduct' and agree any action to be taken (enc)^{xiv}
- b) To receive recommended 'Performance and Development Process' and agree any action to be taken (enc)^{xv}
- c) To receive update on the absence of the Clerk, and agree any action to be taken
- d) To receive recommendation in respect of Administrative Officer 'Acting-Up', and agree any action to be taken
- b) To receive recommendation in respect of additional hours worked by the Administrative Officer, and agree any action to be taken

Enclosures

- i Minutes of the Ordinary Meeting, held on 31st May 2017
- ii Local updates communicated
- iii Report of the Planning, Contract and Works Committee, held on 14th June 2017
- iv Bank Reconciliations, 10th May – 9th June 2017
- v Statement of Budget & Expenditure 1st April 2016 – 22nd June 2017
- vi Section 1 – Annual Governance Statement 2016/17 (to complete)
- vii Section 2 – Accounting Statements 2016/17 (completed)
- viii Intermediate Review Questionnaire for the year ended 31st March 2017
- ix Email received from Mike Robbins
- x Road-Ends Toilets Report of Meeting, 6th June 2017
- xi Road-Ends Toilets Report of Meeting, 19th June 2017
- xii East Tynedale Forum, meeting held on 19th April 2017
- xiii Tyne Valley Rail Users Group, meeting held on 8th June 2017
- xiv NEREO Employee Code of Conduct
- xv NEREO Performance and Development Process