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Town Mayor: Councillor Mrs Jennifer McGee

Executive Officer/Clerk to the Council: Richard Whinney

23rd March 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 29th March 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. **Public Participation** to receive public address and petition opposing the enforcement of the prohibition of existing kerbstones, planting and ornaments on graves in Edgewell Cemeteries
4. **Youth Service Provision in Prudhoe** Daljit Lally, Deputy Chief Executive, NCC and Mike Robbins MRICS, Strategic Estates Manager, NCC in attendance
5. **DRAFT Minutes of Ordinary Meeting, held on 22nd February 2017** (enc)ⁱ
6. **Matters Arising**
7. **DRAFT Minutes of the Extraordinary Meeting incorporating the meeting of the Planning, Contracts and Works Committee, held on 8th March 2017** (enc)ⁱⁱ
8. **Matters Arising**
9. **Suspension of Standing Orders** to agree to invoke Standing Order 79, permitting the suspension of Standing Order 36, thereby allowing the matter specified below to be considered (the Council's Standing Orders will be tabled for inspection)
10. **Edgewell Cemeteries** to reconsider the decision to enforce the prohibition of existing kerbstones, planting and ornaments on graves in Edgewell Cemeteries, and agree any action to be taken
11. **Accounts**
 - a) Monthly Bank Reconciliations – to receive statements 10th February 2017 – 9th March 2017 (enc)ⁱⁱⁱ

- b) Statement of Expenditure from 1st April 2016 – 22nd March 2017 - to receive statement (enc)^{iv}
- c) To receive report of updated balances (enc)^v and budget heading changes (enc)^{vi} in the 2017-18 budget, and agree any action to be taken
- d) Endorsement of accounts paid since last meeting, and authorisation of accounts to be paid (to be tabled)
- 12. Financial Regulations** a) to receive and agree to adopt Financial Regulations (as amended March 2017(enc)^{vii}), and agree any action to be taken (enc)^{viii}, b) to receive and approve the addition of Sarah Eden as an ‘authorised person’ on the Bank Mandate to allow full on-line banking (enc)^{ix}
- 13. Town Council Insurance** a) to receive updated Assets Register and agree any action to be taken (enc)^x, b) to receive proposed Zurich insurance schedule (enc)^{xi}, and agree any action to be taken, c) to receive summary of Zurich proposals (enc)^{xii} and agree any action to be taken
- 14. Prudhoe Gardeners’ Association** to receive report of meeting held on 7th March (enc)^{xiii}, and agree any action to be taken
- 15. St. George’s Churchyard, Mickley** following notice of closure of St. George’s Church, Mickley by order of HM Privy Council, to agree to request Northumberland County Council take over maintenance of the churchyard (enc)^{xiv}
- 16. Eastwood Park (West Wylam) and Riding Dene Play Area (Mickley)** to receive update on council’s request to have play areas transferred, and agree any action to be taken
- 17. Events Committee** to receive the report of the meeting held on 17th March, and agree any action to be taken (enc)^{xv}
- 18. Northumberland County Council decision regarding public notices in the Hexham Courant** (placed on the agenda by Cllr McCreedy) to receive information and agree any action to be taken
- 19. Public Display of War Bond Plaque presented to Prudhoe Urban District Council, 1942** to request Prudhoe Community Partnership, as owners of the Spetchells Centre, to reconsider its refusal (enc)^{xvi} to allow the permanent display of the plaque in the building (enc)^{xvii}
- 20. Reports from outside bodies**
- Northumberland County Council
 - Prudhoe Community Partnership
 - Prudhoe Pathforce
 - Any other organisations
- 21. 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:-

- 22. Prudhoe Christmas Lights Contract 2017-2020** to receive recommendation and tenders in respect of the Christmas Lights Contract 2017-2020, and agree any action to be taken (enc)^{xviii}

Enclosures

- i Minutes of the Ordinary Meeting, held on 22nd February 2017
- ii Report of the Planning, Contract and Works Committee Meeting, held on 8th March 2017
- iii Bank Reconciliations, 10th February – 9th March 2017
- iv Statement of Budget & Expenditure 1st April 2016 – 22nd March 2017
- v Summary of updated balances
- vi Note and updated 2017/18 Budget figures
- vii Copy of Financial Regulations with amendments highlighted
- viii Financial Regulations (as amended March 2017)
- ix Barclays Bank Mandate change form
- x Updated Assets Register
- xi Zurich Insurance Schedule
- xii AO Summary of costs and recommendation
- xiii Report of PGA Meeting, held on 7th March 2017
- xiv Letter from St. George's Church, Mickley
- xv Report of the Events Committee Meeting, held 17th March 2017
- xvi PCP response to request to display plaque
- xvii History of the plaque
- xviii Recommendation in respect of Christmas Lights Contract, alongside tenders received