



The Spetchells Centre
58 Front Street
Prudhoe
Northumberland
NE42 5AA

Telephone: (01661) 835487

Email: prudhoetc@hotmail.com

Website: www.parish-council.com/prudhoe

Town Mayor/Chair: Councillor Gerry Price
Executive Officer/Clerk to the Councillor: Richard Whinney

22nd March 2018

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 7:00 pm on Wednesday 28th March 2018**, 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. **DRAFT Minutes of Ordinary Meeting, held on 28th February 2018** (enc)ⁱ to receive and approve as a true record
4. **Matters Arising**
5. **DRAFT Report of the Planning, Contract and Works Committee (including Extraordinary Item), held on 14th March 2018** (enc)ⁱⁱ to receive report
6. **Co-option of Councillor onto Prudhoe West and Halfway Ward Seat, Prudhoe Town Council**
 - a) To receive official letter confirming that no by-election has been called for Prudhoe West & Halfway Ward (enc)ⁱⁱⁱ
 - b) To receive all nominations (all candidates must be proposed and seconded), and accompanying written and/or verbal statements and agree to proceed to co-option
 - c) To elect the candidate with an absolute majority (enc)^{iv}
7. **County Councillor Reports**

8. Accounts

- a) Monthly Bank Reconciliations – to receive statements 10th February – 9th March 2018 (enc)^v
- b) Statement of Expenditure from 1st April 2017 – 22nd March 2018 - to receive statement (enc)^{vi}
- c) Endorsement of accounts paid since February meeting and authorisation of accounts to be paid (to be tabled)

9. West Community Safety Hub (CSH) to receive report and recommendations in relation to the cessation of the CSH and agree response to be sent that identifies any concerns as well as ideas for maintaining engagement and communication (enc)^{vii}, (enc)^{viii}

10. Dog Fouling to agree to investigate the possibility of employing/funding an Enforcement Officer to directly with the issue of dog fouling and any other local enforcement issues (placed on the agenda by Cllr Angie Scott)

11. Town Councillor Representative on Prudhoe Community Partnership to consider vacancy of Town Council representative, and agree any action to be taken (placed on the agenda by Cllr Yvonne Ritchie)

12. Request for Pizza Oven on 'The Glade' to receive request from trader and subsequent NCC Markets Manager response, and agree any action to be taken (enc)^{ix}

13. East Centre Feasibility Group to receive the report of the meeting held on 9th February (enc)^x

14. East Centre Working Group

a) to receive the report of the meeting held on 5th March 2018 and agree the proposals in bold, and any other action (enc)^{xi}

b) to receive a draft copy of the Civic & Community Forum leaflet and agree production for delivery on 9th April, and any other action (enc)^{xii}

c) to receive and approve the content of an online survey and agree any action to be taken (to follow)

15. Democracy Working Group to receive the report of the meeting held on 19th March and agree the proposals in bold, and any other action (enc)^{xiii}

16. Prudhoe Town Council Young People's Forum (PTCYPF) to receive email from Ashley Brown (Northumberland Youth Service - Lead Professional) and agree any action to be taken (enc)^{xiv}

17. Correspondence and Publications to receive a report of 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:-*

18. Road Ends Toilets Contract to receive a recommendation for the awarding of the contract for 'cleaning, opening and closing of the toilets', commencing on transfer of the toilets from Northumberland County Council (enc)^{xv}

19. DRAFT Confidential Minutes of the Ordinary Meeting, held on 28th February to receive and approve as a true record (enc)^{xvi}

20. DRAFT Confidential Minutes of the Extraordinary Item of Planning, Contract and Works Committee, held on 14th March 2018 (enc)^{xvii}

21. Staffing Matters to agree any action to be taken

Enclosures

- i Draft Minutes of the Ordinary Meeting (including Budget Meeting), held on 31st January 2018
- ii Draft Report of the Planning, Contract and Works Committee, held on 14th March 2018
- iii Email from Elections Office
- iv Co-option Best Practice, adopted May 2017
- v Bank Reconciliations, 10th February – 9th March 2018
- vi Statement of Budget & Expenditure 1st April 2016 – 22nd March 2018
- vii Letter from Ian Billham (Strategic Community Safety Manager)
- viii Safer Northumberland Partnership (SNP) operational Community Safety Proposals
- ix Pizza Oven request
- x Report of the East Centre Feasibility Group meeting (now disbanded), 9th February 2018
- xi Report of the East Centre Working Group, 5th March 2018
- xii Civic and Community Forum Leaflet
- xiii Report of the Democracy Working Group, 19th March 2018
- xiv Email from Ashley Brown concerning future of PTCYPF
- xv Recommendation for the awarding of the contract for the Road Ends Toilets
- xvi Draft Minutes of the Ordinary Meeting, 28th February 2018
- xvii Draft Minutes of the Planning, Contract and Works Committee (Extraordinary Item), 14th March 2018