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Town Mayor/Chair: Councillor Tracy Gilmore  
Acting Clerk to the Council: Sarah Eden

24<sup>th</sup> May 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 7pm **on Wednesday 30<sup>th</sup> May 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. **DRAFT Minutes of Ordinary Meeting, held on 25<sup>th</sup> April 2018 (enc)<sup>i</sup>**
4. **Matters Arising**
5. **DRAFT Minutes of the Annual General Meeting, including Planning Matters, held on 9<sup>th</sup> May 2018 (enc)<sup>ii</sup>**
6. **Matters Arising**
7. **County Councillor Reports**
8. **Councillor Yvonne Ritchie: Declaration of Vacancy** to formally receive the resignation of Cllr Yvonne Ritchie from the Council and to declare a casual vacancy in accordance with Section 86, Local Government Act 1972 in **Prudhoe West and Halfway Ward (enc)<sup>iii</sup>**
9. **Internal Audit 2017/18** to receive and approve the internal audit for year ending March 2018, and agree any action to be taken (enc)<sup>iv</sup>
10. **Annual Governance 2017/18** a) to receive and approve a report which reviews the effectiveness of internal controls (enc)<sup>v</sup>, b) to receive and respond to the Annual Governance Statement of the Annual Return 2017/18 (enc)<sup>vi</sup>

- 11. Assets Register 2018** to receive and approve the Council's updated register of assets (enc)<sup>vii</sup>
- 12. Accounting Statements 2017/18** a) to receive and approve the accounting statements for the year ending March 2018 (enc)<sup>viii</sup>, b) to receive and approve the explanation of variances between year ending March 2017 and year ending March 2018 (enc)<sup>ix</sup>
- 13. Exercise of Public Rights** to approve the dates set for the period for the exercise of public rights as *4<sup>th</sup> June to 13<sup>th</sup> July 2018* (enc)<sup>x</sup>
- 14. Accounts**
- a) Monthly Bank Reconciliations – to receive statements 1<sup>st</sup> April 2018 – 23<sup>rd</sup> April 2018 (enc)<sup>xi</sup>
- b) Statement of Expenditure from 1<sup>st</sup> April 2017 – 25<sup>th</sup> May 2017 - to receive statement and agree any action to be taken (enc)<sup>xii</sup>
- c) Endorsement of accounts paid since last meeting, and authorisation of accounts to be paid (to be tabled)
- 15. Communication and Community Engagement; recommendations from the Democracy Group Meeting held on 14<sup>th</sup> April 2018**
- a) to agree to seek tenders for the development of a new town council website,  
b) to agree to seek tenders for the development of a new town council logo,  
c) to agree to register Prudhoe Town Council as a domain name,  
d) to agree to set up .gov.uk email addresses for town council staff and councillors,  
e) to receive the Shrewsbury Town Council Communications Policy and consider its adoption (enc)<sup>xiii</sup>
- 16. Prudhoe East Centre** to agree to convene a meeting of the Prudhoe East Centre Advisory Committee
- 17. Prudhoe Town Council Young People's Forum**
- a) to receive the minutes of the meeting held on 18<sup>th</sup> April 2018, and agree any action to be taken (enc)<sup>xiv</sup>
- b) to consider a proposal that the council take over the administration of the Young People's Forum, and agree any action to be taken; placed on the agenda by Cllr Angie Scott (enc)<sup>xv</sup>
- 18. Request to use Highfield Park for outdoor fitness classes** to consider request from MP Fitness, and agree response to be given (enc)<sup>xvi</sup>
- 19. Recording Meetings** to agree to purchase a Philips DV8010 Digital Voice Tracer Audio Recorder, 360° to record Council Meetings to aid the accuracy of minutes (enc)<sup>xvii</sup>
- 20. Prudhoe Pathforce** to receive verbal report of proposal from Prudhoe Pathforce regarding the Kepwell project, and agree any action to be taken; placed on the agenda by Cllr Duncan Couchman
- 21. Reports from outside bodies**
- NCC Town and Parish Council Liaison Meeting, 3<sup>rd</sup> May 2018 – to receive notes from Stephen Rickett (enc)<sup>xviii</sup>
- 22. 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:-*

- 23. DRAFT Confidential Minutes of Ordinary Meeting, held on 25<sup>th</sup> April 2018** (enc)<sup>xix</sup>

## **Enclosures**

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- i Draft Minutes of the Ordinary Meeting, held on 25<sup>th</sup> April 2018
- ii Draft Report of the Annual General Meeting, including Planning Matters, held on 9<sup>th</sup> May 2018
- iii Notice of casual vacancy
- iv Internal Audit Report, Peter Basnett (Internal Auditor)
- v Review of Effectiveness of Internal Controls (Cllr Tracy Gilmore, Cllr Holly Kelleher)
- vi Section 1, Annual Governance Statement
- vii Assets Register 2018
- viii Section 2, Accounting Statements 2017/18
- ix Explanation of variances
- x Notice of dates of Exercise of Public Rights
- xi Bank Reconciliations, 1<sup>st</sup> April – 23<sup>rd</sup> May 2018
- xii Statement of Budget & Expenditure 1<sup>st</sup> April 2016 – 18<sup>th</sup> January 2017
- xiii Shrewsbury Town Council Communications Policy
- xiv PTC Young People's Forum, 18<sup>th</sup> April 2018
- xv Proposal for Youth Forum from Cllr Angie Scott
- xvi MP Fitness, request to use Highfield Park
- xvii Cost and specification of recording device
- xviii NCC Town & Parish Council Liaison Meeting, 3<sup>rd</sup> May 2018
- xix Draft Confidential Minutes of the Ordinary Meeting, held on 25<sup>th</sup> April 2018