



The Spetchells Centre
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Town Mayor/Chair: Councillor Tracy Gilmore
Clerk to the Council: Sarah Eden

18th October 2018

Dear Sir/Madam

An Extraordinary Meeting of Prudhoe Town Council (PTC) will be held in Meeting Room 1, the Spetchells Centre, Front Street, Prudhoe, **commencing at 7:00 pm on Wednesday 24th October 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
Town Clerk

AGENDA

- 1. Apologies for Absence**
- 2. Declarations of Interest**
- 3. Town Council Committee Structure and Scheme of Delegation;** to agree changes to the council's current committee structure and scheme of delegation that will streamline meetings and decision making
 - a)** to receive the committee structure modifications agreed in May 2011 and largely in place now (enc)ⁱ
 - b)** to receive the clerk's report on the committee structure of Prudhoe Town Council in relation to other 'like' councils (enc)ⁱⁱ
 - c)** to agree actions with respect to the following committees, sub-committees, working groups and meetings
 - Planning, Contract and Works Committee (enc)ⁱⁱⁱ, (enc)^{iv}
 - Cemetery and War Memorial Sub-Committee
 - Human Resources Committee (enc)^v

- Town Events Sub-Committee
- Prudhoe in Bloom Sub-Committee (Working Group)
- Legal Affairs Working Group
- Prudhoe East Centre Advisory Committee
- Democracy Working Group
- Young People's Forum
- Allotment Management Liaison Meeting
- Prudhoe Neighbourhood Management Meeting

Enclosures

- ⁱ Committee Structure Modifications, May 2011
- ⁱⁱ Report on Committees, Sub-Committees and Working Groups
- ⁱⁱⁱ PCW's Terms of Reference
- ^{iv} PCW's Scope of Work
- ^v HR Committee Terms of Reference