



The Spetchells Centre  
58 Front Street  
Prudhoe  
Northumberland  
NE42 5AA

Telephone: (01661) 835487  
Email: [info@prudhoetowncouncil.gov.uk](mailto:info@prudhoetowncouncil.gov.uk)  
Website: [www.prudhoetowncouncil.gov.uk](http://www.prudhoetowncouncil.gov.uk)

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

25<sup>th</sup> October 2018

Dear Sir/Madam

**The Ordinary 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 31<sup>st</sup> 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. **DRAFT Minutes of Ordinary Meeting, held on 26<sup>th</sup> September 2018** (enc)<sup>i</sup> to receive and approve as a true record
4. **Matters Arising**
5. **DRAFT Report of the Planning, Contract and Works (PCW) Committee Meeting, held on 10<sup>th</sup> October 2018** (enc)<sup>ii</sup> to receive the draft report for information, this will be received as a true record by the PCW's Committee on 14<sup>th</sup> November 2018
6. **DRAFT Report of the Extraordinary Meeting, held on 24<sup>th</sup> October 2018** (enc)<sup>iii</sup> to receive and approve as a true record
7. **Matters Arising**
8. **County Councillor Reports**
9. **Accounts**
  - a) **Monthly Bank Reconciliations** to receive statements 8<sup>th</sup> September 2018 – 9<sup>th</sup> October (enc)<sup>iv</sup>

- b) **Statement of Expenditure** to receive statement 1<sup>st</sup> April 2018 – 25<sup>th</sup> October 2018 (enc)<sup>v</sup>
- c) **Accounts Payable** to endorse those accounts paid since the September meeting and authorise any accounts still to be paid (to be tabled)
- 10. **Churches Together** to receive funding request for school activity ‘The Christmas Journey’, and agree any action to be taken (enc)<sup>vi</sup>
- 11. **Summer Funding ‘42 Days of Summer’** to receive the clerk’s report on feedback received on summer activities for young people, funded by the council, and agree any action to be taken (enc and to follow)<sup>vii</sup>
- 12. **The need for a ‘Prudhoe Youth Initiative’** to receive the notes of a meeting hosted by Prudhoe Community Partnership, and agree any action to be taken to be taken (enc)<sup>viii</sup>
- 13. **Detached Youth Service** to receive and consider progressing an ‘expression of interest’ invitation to provide detached youth work sessions ‘out in the town’ on a Friday and Saturday evening, and agree any action (enc)<sup>ix</sup>, (enc)<sup>x</sup>
- 14. **Prudhoe Town Football Club**
  - a) **Annual Inspection** to receive a summary of the landlord’s inspection carried out on 17<sup>th</sup> September 2018, and endorse the action taken (enc)<sup>xi</sup>
  - b) **Fireworks Display** to formally receive notice of the club’s intention to host a community bonfire and fireworks display and agree to approve that written permission is given to the club for the grounds to be used for this purpose (*fireworks method statement and risk assessment have been provided, along with confirmation of insurance cover by the club*)
- 15. **Edgewell Cemetery** to receive the clerk’s report of a resident complaint in relation to trees and boundary issues at Edgewell Cemetery west and endorse the planned action (enc)<sup>xii</sup>
- 16. **Grant Aid** to consider advertising for requests for Grant Aid in January, following the agreement of the budget, rather than before as has been done in the past (enc)<sup>xiii</sup>
- 17. **Council Tax Support Scheme 2019/20 Consultation** to receive details of the consultation that ends on 2<sup>nd</sup> November 2018, and agree any action to be taken (enc)<sup>xiv</sup>
- 18. **Reports from Outside Bodies** to receive any reports
- 19. **Correspondence and Publications** to receive a list of formal correspondence (letter or email) received since the last meeting, and also a list of publications/magazines (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 item**, in accordance with Section 68 of the Council’s Standing Orders:-*

- 20. **Administrative Officer Vacancy** to receive a verbal update and agree any action to be taken

## Enclosures

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- i Draft Minutes of the Ordinary Meeting, held on 26<sup>th</sup> September 2018
- ii Draft Report of the Planning, Contract and Works Committee, held on 10<sup>th</sup> October 2018
- iii Draft Minutes of the Extraordinary Meeting, held on 24<sup>th</sup> October 2018
- iv Bank Reconciliations, 8<sup>th</sup> September – 9<sup>th</sup> October 2018
- v Statement of Budget & Expenditure 1<sup>st</sup> April 2018 – 25<sup>th</sup> October 2018
- vi Churches Together – Funding Request for ‘The Christmas Journey’
- vii Summer Feedback
- viii Notes from meeting held on 10<sup>th</sup> October 2018
- ix Extract from June Ordinary Meeting minutes – Detached Youth Work
- x Expressions of Interest invitation – Detached Youth Sessions
- xi Prudhoe Town Football Club – Summary of Landlord’s Inspection
- xii Report of complaint received and details of planned action
- xiii Clerk’s Report on changes to the timing of Grant Aid Applications
- xiv Information already shared on PTC Website and via Social Media