

Prudhoe East Centre Meeting
Monday 5th March 2018, Oval Room, The Spetchells

PRESENT

Cllr Gerry Price, Cllr Angie Scott, Cllr Russ Greig, Cllr Chris Cuthbert, Cllr Jennifer McGee, Cllr Yvonne Ritchie

Apologies: Cllr Tracy Gilmore, Cllr Graham Robinson

1. Set-up and Terms of Reference

Cllr Gerry Price established as this was the first meeting and a new group set-up so there was no agenda.

The members of the group were confirmed as those present and those having given apologies. Sarah advised that Anne had set up the meeting but as far as she was aware, there was no-one who had been left out, who wanted to be involved.

Cllr Gerry Price asked if there was a possibility that non-councillors could be part of the group.

Sarah advised that she was concerned to ensure that the group had terms of reference and a reporting structure agreed by the full council.

“A committee or sub-committee only has the powers that are conferred to it by their appointing body. This should be clearly expressed and evidenced in their terms of reference.” LGA 1972

Sarah advised that section 201(4) of the LGA 1972 provided that a committee or sub-committee may include persons who are not councillors and as well the Council’s own Standing Orders 42 (b) permitted this.

Cllr Gerry Price proposed and Cllr Chris Cuthbert seconded that George McCreedy should be invited to be part of the committee. **It was AGREED** to make this recommendation to the council.

It was AGREED to recommend to the council that the group be set up as an **Advisory Committee**; i.e. an Advisory Committee will make recommendations to full council.

It was AGREED to recommend the following terms of reference:

That the **Prudhoe East Centre Advisory Committee** is tasked working towards and completing the Community Asset Transfer of The East Centre, from Northumberland County Council to Prudhoe Town Council.

That in working towards this aim the committee engage with the local community to establish the need for the building(s), the community benefits of the building(s) and future use, as well as how best to promote the building(s).

The committee will identify how the building(s) should be managed in the future and whether there is a need for a separate charitable trust. The committee will look at sources of external funding available.

It was AGREED that the first proper meeting of the committee would appoint a chair and agree the terms of reference to be recommended to the council.

Members discussed that although they believed it was important to have a set agenda for each meeting, they did not wish to be tied to only being able to discuss, agree and recommend items that had been placed on an agenda. **It was AGREED** that a report of each meeting would be

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presented to the council and would include all recommendations *in bold*, for approval by full council.

2. Priorities

Cllr Gerry Price suggested that all Cllrs should visit the centre and become familiar with the building.

It was discussed that a survey of the building would need to be carried out and that Cllr Tracy Gilmore had suggested someone who would be able to take this forward.

Members discussed the information expected to be provided by Northumberland County Council, including a structural survey and an asbestos report. **It was AGREED** that Sarah would locate these.

Sarah advised that she had asked the whereabouts of the 'Expressions of Interest' form referred to in the Community Asset Transfer Policy, but that this was not available. Sarah detailed that she expected the emails that had already been sent were sufficient evidence of their 'expression of interest' but she was keen to have this in writing.

3. Community Asset Transfer Application Form

Sections 1 to 6 were completed in advance by the Administrative Officer.

It was AGREED that the Town Council should adopt an equal opportunities policy at the Annual General Meeting in May. This would allow a positive response to the governance questions in part 4.

Section 6: **It was AGREED** that as well as the information already noted that this should also include reference to the investment made in the physical assets taken on and the council's support of community groups through grant aid.

Prudhoe Town Council is a civic local authority and the lowest tier of Local Government. The main purpose of Prudhoe Town Council is to supplement the provision of local government services and to promote the well being and success of the town for residents and visitors alike.

We have taken responsibility for and invested in Edgewell Cemeteries, Play Areas, Public Toilets, Bus Shelters, Litter Bins and the Town's War Memorial as well as enhancing the environment with additional grass-cutting and formal bedding.

Prudhoe Town Council holds community events and run community based competitions as well as supporting community groups and local charities through the allocation of grant aid.

It was AGREED that it would make more sense to complete Section 7 (Executive Summary) after all other parts. However, **it was also AGREED** that the overarching justification for wishing to take on the asset was to safeguard the building as a community facility for future use and to encourage new and existing groups into the town.

4. Section 9: Promoting the Asset, Section 10: Community Benefits, Section 11: Evidence of Need, Section 12: Future Use

It was AGREED that a community consultation exercise would be beneficial and was necessary for the completion of sections 9 to 12.

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It was AGREED that all present would send questions to Sarah to format into a survey that would go out on-line and as a link to all schools, community groups, etc. etc. Cllr Russ Greig advised that he had a subscription to survey monkey, Cllr Yvonne Ritchie believed there were better on-line survey providers.

It was AGREED to have a Civic & Community Forum on either 19th or 26th April, based on the questions posed and to find out what the community wants from the building.

It was AGREED that it would be a good idea to have a 2nd subject at the Civic and Community Forum – Strategic Housing Local Area Assessment and to get Planning Officers to attend.

Sarah advised that she would get a timeline in place for the delivery of forum leaflets and the new Town Council newsletter.

It was later advised that the Civic & Community Forum Leaflet and the new PTC Newsletter (to be approved by full council on 28th March) would need to go to print no later than 29th March for delivery on 9th April.

It was AGREED that the results of the survey of Prudhoe East Centre could be presented for discussion at the Annual Town Meeting, suggested as being held on Thursday 17th May 2018.

It was AGREED that Highfield Fest (24th June 2018) could also host a stall with a view to seeking the views of the public to The East Centre.

With the above timetable in place, **it was AGREED** that the completed Asset Transfer Application Form and accompanying information would come to full council on 27th June 2018 for approval to be sent.

Agree to hold Civic & Community Forum	05/03/2018	Full Council 28/03/2018
Agree Survey Questions, On-line Survey, etc.	Committee 21/03/2018 (by email)	Full Council 28/03/2018
Review structural information provided by NCC	Committee Meeting 29/04/2018	
Deliver Civic & Community Forum leaflet and publish on-line survey	09/04/2018	
Hold Civic & Community Forum	19/04/2018 or 26/04/2018	
Present results of survey	17/05/2018 Annual Town Meeting	

5. Next Meeting

Thursday 29th March 2018, at 6:30 pm.

The Ordinary Meeting of the Council, 28th March 2018, is asked to agree the proposals therein which are detailed in **bold**.