



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

19<sup>th</sup> July 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 25<sup>th</sup> July 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 27<sup>th</sup> June 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 (including Extraordinary Item), held on 11<sup>th</sup> July 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
- 6. County Councillor Reports**
- 7. Accounts**
  - a) Monthly Bank Reconciliations** to receive statements 9<sup>th</sup> June – 9<sup>th</sup> July 2018 (enc)<sup>iii</sup>

- b) **Statement of Expenditure** to receive statement 1<sup>st</sup> April 2018 – 18<sup>th</sup> July 2018 (enc)<sup>iv</sup>
- c) **Accounts Payable** to endorse those accounts paid since the June meeting and authorise any accounts still to be paid (to be tabled)
- 8. **By-Election - Prudhoe West & Halfway Ward** to receive notice of election and details of nomination period (enc)<sup>v</sup>
- 9. **Casual Vacancy – Castledene and Eltringham Ward** following the resignation of Cllr Graham Robinson, to formally declare a casual vacancy in Castledene and Eltringham Ward, and agree to notify the elections office (enc)<sup>vi</sup>
- 10. **Human Resources Committee** to agree to appoint a fifth member to the committee
- 11. **Prudhoe East Centre** a) to receive the report of the meeting of the East Centre Advisory Group, held on 11<sup>th</sup> June 2018 (enc)<sup>vii</sup>, b) to receive completed Community Asset Transfer Application and Risk Assessment and agree any action to be taken (enc)<sup>viii</sup>, (enc)<sup>ix</sup>
- 12. **Mickley Square, x 7 additional black planters** to receive request from County Councillor Anne Dale to fund the annual maintenance costs (enc)<sup>x</sup> of
  - a) additional planters outside Mickley First School to protect the wall of the school
  - b) additional planters outside Mickley Social Club to prevent parking on the pavement
- 13. **Phase 2; Cottier Grange Street Naming** to receive the proposed street name plan (enc)<sup>xi</sup> and associated emails, and agree response to be given (enc)<sup>xii</sup>
- 14. **Silent Soldier at Western Gateway** to receive verbal update of damage and action that followed, and agree any further agree required
- 15. **TVLS Television License Refund Scheme** to agree to suspend the scheme until staffing is adequate to administer
- 16. **Reports from Outside Bodies** to receive any verbal reports from Councillors who are representatives on outside bodies
- 17. **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 items**, in accordance with Section 68 of the Council's Standing Orders:-*

- 18. **DRAFT Confidential Minutes of the Ordinary Meeting held on 27<sup>th</sup> June 2018** to receive and approve as a true record (enc)<sup>xiii</sup>
- 19. **Matters Arising**
- 20. **Town Council Seats** to receive tenders in respect of repairs and painting of town council public seats, and agree any action to be taken (enc)<sup>xiv</sup>
- 21. **Push Fraud** to receive details of a fraud against the town council, and agree any action to be taken (enc)<sup>xv</sup>
- 22. **Staffing Matters**

## Enclosures

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- i Draft Minutes of the Ordinary Meeting, held on 27<sup>th</sup> June 2018
- ii Draft Report of the Planning, Contract and Works Committee, held on 11<sup>th</sup> July 2018
- iii Bank Reconciliations, 9<sup>th</sup> June – 9<sup>th</sup> July 2018
- iv Statement of Budget & Expenditure 1<sup>st</sup> April 2018 – 18<sup>th</sup> July 2018
- v Notice of Election, Prudhoe West and Halfway Ward
- vi Casual Vacancy Notice, Castledene and Eltringham
- vii Report of East Centre Advisory Group, held on 11<sup>th</sup> June 2018
- viii Prudhoe East Centre, Community Asset Transfer Application
- ix Prudhoe East Centre, Risk Assessment
- x 2018/19 Planting and Maintenance costs and 'continuing' Annual Planting and Maintenance Costs for x 7 Black Planters, Mickley
- xi Proposed Street Name Plan, Cottier Grange, phase 2
- xii Cottier Grange, phase 2, Street Naming (emails)
- xiii Draft Confidential Minutes of the Ordinary Meeting, 30<sup>th</sup> May 2018
- xiv Tenders received in respect of town council seats
- xv Correspondence in relation to 'push fraud'