



Address: The Spetchells Centre  
58 Front Street  
Prudhoe  
Northumberland  
NE42 5AA

Tel/Fax/Ans: 01661 835487  
Email: [prudhoetc@hotmail.com](mailto:prudhoetc@hotmail.com)  
Website: [www.parish-council.com/prudhoe](http://www.parish-council.com/prudhoe)

Town Mayor: Councillor Mrs Jennifer McGee  
Executive Officer/Clerk to the Council: Richard Whinney

5<sup>th</sup> May 2017

Dear Sir/Madam

The Annual General Meeting of Prudhoe Town Council will be held in Meeting Room 1, the Spetchells Centre, Front Street, Prudhoe, at 7.00pm on Wednesday 10<sup>th</sup> May 2017, and you are requested to attend.

***All Councillors must complete a 'Declaration of Acceptance of Office' prior to taking part in the Annual General Meeting. These are enclosed and the Administrative Officer will be available from 6pm on 10<sup>th</sup> May to the start of the meeting, to verify each one.***

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.

Yours faithfully

Sarah Eden  
Administrative Officer

## AGENDA

1. **Apologies for Absence**
2. **Declarations of Interest**
3. **Election of Chairman of the Town Council**
4. **To receive Chairman's declaration of acceptance of office**
5. **Election of Vice-Chairman of the Town Council**
6. **Committees, Sub-Committees, and Working Groups 2017/18** to agree the committees, sub-committees and working groups of the council for the coming year and to appoint members to those committees, sub-committees and working groups (enc)<sup>i</sup>
7. **Representatives on Outside Bodies 2017/18** to confirm outside bodies for which the council are represented and agree to appoint members (enc)<sup>ii</sup>
8. **Standing Orders of Council** to receive the Standing Orders of the Council (adopted June 2016) and agree any action to be taken (enc)<sup>iii</sup>
9. **Financial Regulations and Responsible Financial Officer** a) to receive the Financial Regulations (adopted April 2017) and agree any action to be taken (enc)<sup>iv</sup>, b) to agree to appoint Sarah Eden as Responsible Financial Officer for 2017/18, and agree any action to be taken
10. **Planning Matters** a) to consider planning applications, including any pre-applications, received since the last meeting (enc<sup>v</sup> and to be tabled) and agree responses to be submitted to NCC Planning, b) to receive recent planning notifications (enc<sup>vi</sup>, enc<sup>vii</sup>, enc<sup>viii</sup> and to be tabled)

## Enclosures

---

- <sup>i</sup> List of committees, sub-committees and working groups for which representatives must be agreed, with current representative
- <sup>ii</sup> List of outside bodies for which representatives must be agreed, with current representative
- <sup>iii</sup> Prudhoe Town Council Standing Orders, adopted June 2016
- <sup>iv</sup> Financial Regulations, adopted April 2017
- <sup>v</sup> Planning Applications Received
- <sup>vi</sup> Planning Notifications Received
- <sup>vii</sup> Linnheads Planning Application Review
- <sup>viii</sup> Linnheads Planning Decision