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

6th September 2018

Dear Sir/Madam

The Extraordinary Planning, Contract and Works Committee Meeting of Prudhoe Town Council will be held in Meeting Room 1, the Spetchells Centre, Front Street, Prudhoe, at 7:00 pm on Wednesday 12th September 2018, and you are requested to attend.

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. **Minutes of the Planning, Contract and Works Committee held on 15th August 2018**
(enc)ⁱ
4. **Matters Arising** (enc)ⁱⁱ
5. **Planning Matters**
 - a) to consider planning applications, including any pre-applications, received since the last meeting (enc)ⁱⁱⁱ and to be tabled and agree response to NCC Planning
 - b) to receive recent planning decisions (enc)^{iv}
6. **New Litter Bins** to consider the RFO's financial report of bins requiring replacement, and agree action to be taken (enc)^v
7. **Mickley Square** a) to endorse the purchase of a further Manchester Basket to complete the scheme on the grass verge in front of 83-87 Riding Dene, Mickley, b) to consider altering the shape of the formal bed in front of 83-87 Riding Dene to complement the planters
8. **The Glade Planting** to receive recommendation from contractor to cease annual planting of bedding and plant perennials instead (this will be cost neutral), and agree action to be taken

*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:-*

- 9. Vacancy for Administrative Assistant** a) to receive draft person specification (enc)^{vi} for the role and suggested salary banding enc)^{vii} and agree to endorse b) to receive and endorse draft advert for the vacancy and agree advertising locations (enc)^{viii}, c) to receive and endorse recruitment process timescales and interview panel (enc)^{ix}

Enclosures

- ⁱ Minutes of the PCW's Committee, 15th August 2018
- ⁱⁱ Matters Arising
- ⁱⁱⁱ Planning Applications Received
- ^{iv} Planning Decisions Received
- ^v Financial Report of Litter Bins Required (following audit)
- ^{vi} Person Specification with salary banding
- ^{vii} Salary Scales
- ^{viii} Vacancy and advertisement costs
- ^{ix} Recruitment Process timescales/Interview Panel