



Prudhoe Town Council
The Spetchells Centre
58 Front Street
Prudhoe
Northumberland
NE42 5AA

18 November 2022

To all members of the Council

You are hereby summoned to attend the Ordinary Meeting, for the purpose of transacting the following business.

Please find as a 'footnote' the items you should expect to be enclosed. If you find that any items are missing, please contact me.

Yours faithfully

Shirley Ann Gaut
Town Clerk

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**AGENDA FOR THE ORDINARY MEETING OF PRUDHOE TOWN COUNCIL
to be held on
THURSDAY 24TH NOVEMBER 2022
commencing at 7:00PM
at The Spetchells Centre, Meeting Rooms 1&2, Front Street, Prudhoe, NE42 5AA**

The meeting is open to the press and public. Our Risk Assessment requires that anyone who wishes to attend the meeting in person, reads the risk assessment and meeting guidelines in advance.

AGENDA – ORDINARY MEETING OF PRUDHOE TOWN COUNCIL

1. Welcome by Chair

Meeting opened by Chair Cllr Bryan Futers.

2. Apologies for Absence

To receive any apologies for absence.

3. Declarations of Interest

To receive any declarations of interest.

4. Dispensations

To receive and approve any dispensations.

5. Public Participation

Please telephone or email the Council Office with questions on items on the agenda no later than 12 noon on Wednesday 23rd November 2022.

6. Friends of Eastwoods Park/Miners Lamp Community Café and Hub To receive a presentation by Russ Greig, Project Manager Friends of Eastwoods Park/Miners Lamp Community Café, and Hub regarding Cost of Living Crisis.

7. Draft Minutes of the Ordinary Meeting held on 27th October 2022.

To receive and agree as a true record (enc)ⁱ (to follow)

8. Reports

a) Chair's Report

To receive a report from Cllr Bryan Futers about public engagements attended and scheduled.

b) Clerk's Report

To receive a verbal report on items actioned and general information to update the Council.

c) County Cllrs Reports

To receive reports from County Cllr Anne Dale (Mickley), County Cllr Angie Scott (Prudhoe North), County Cllr Gordon Stewart (Prudhoe South.)

9. Financial Update

To receive reports and raise any questions

a) Schedule of Accounts Paid/To be Paid

To endorse those accounts paid via delegated authority, and approve those accounts to be paid, since 27th October 2022 (enc)ⁱⁱ

b) Bank Reconciliation

To receive Bank Reconciliation from 8 October - 9 November 2022 (enc)ⁱⁱⁱ

10. Annual Governance and Accountability Return (AGAR), year ending March 2022

a) External Auditor Report/Certificate

To receive External Auditor Report/Certificate, with no matters requiring action. Attention was to that the smaller authority did not comply with Regulation 15 of the Accounts and Audit Regulations 2015 as it failed to make proper provision during the year 2022/23 for the exercise of public rights, since period for the exercise of public rights did not include the first 10 working days of July. As a result, the smaller authority must answer 'No' to Assertion 4 of the Annual Governance Statement for 2022/23 and ensure that it makes proper provision for the exercise of public rights during 2023/24 (enc)^{iv}

b) Notice of Conclusion of Audit

To agree to post Notice of Conclusion of Audit on the Town Council's website, alongside Annual Governance and Accountability Return, year ending March 2022 (enc)^v

11. Internal Auditor, year ending March 2023

To consider appointing Internal Auditor for year ending March 2023.

12. Budget 2023/2024

To consider budget preparation for 2023/2024 including projects, funding, and reviewing current budget in view of setting precept.

13. Grant Aid 2023/24

- a) To agree deadlines for Grant Aid launch and discuss how will be funded.
- b) To agree those Councillors who will review Grant Aid applications in the first instance and make recommendations for awards of Grant Aid to the full council.

14. Meeting dates 2022/2023

- a) To consider and agree meeting dates for December 2022
- b) To consider and agree meeting dates and times for 2023

15. Highfield Skatepark

To consider the following:-

- a) Flooding - email sent to Canvas regarding recent flooding, request for solutions, this issue should have been built into the original design and build.
- b) Fencing of the skatepark with designated entry points and access for wheelchairs, local contractors to be contacted.
- c) Landscaping – local contractors to be contacted re tidying up/removal of concrete/stone from topsoil.

16. Borderlands Update

To receive an update on progress of Borderlands.

17. Prudhoe Town Football Club

To consider request from Prudhoe Town Club to update current lease name change to Prudhoe Town Football Club from Prudhoe East End Association Football Club.)

18. Correspondence

To receive, and to agree any matters to be added to future agenda:-

- a) West Northumberland Sports Awards – email invitation to attend Thursday 8th December 2022 at QE High School Hexham 6pm (*email circulated to councillors*)
- b) Northumbria Police Neighbourhood Officer – address any policing issues
- c) Copy of letter sent to Go North East from resident regarding 10,10B and 686 Services

19. Exclusion of the Press and Public to agree to approve a motion to invoke Standing Order 2d) to exclude the press and public, in view of the confidential nature of the business to be transacted, permitted under Schedule (12A) Local Government Act 1972.

20. Staff Salary and Holiday Entitlement

To receive and agree the new pay scales for 2022-23 to be implemented from 1 April 2022 and with effect from 1 April 2023 increase in paid annual leave.

21. Highfield Skatepark

To receive and endorse final invoice from Canvas Spaces for completed works to date.(enc)^{vi}

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- i. Draft Minutes of the Ordinary Meeting held on 27th October 2022 – *To follow*
 - ii. Schedule of Accounts Paid/To be Paid, since 27th October 2022
 - iii. Bank Reconciliation from 8 October - 9 November 2022
 - iv. External Auditor Report/Certificate
 - v. Notice of Conclusion of Audit
 - vi. Canvas Skatepark (*councillors only*)