



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

21st May 2019

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 6:30pm on Wednesday 29th May 2019**, and you are summoned to attend. Please note the earlier start time.

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
Town Clerk

AGENDA

- 1. Apologies for Absence**
- 2. Declarations of Interest**
- 3. Northumbria Healthcare Trust** in attendance: Jeremy Rushmer, Executive Medical Director; Helen Ray, Chief Operating Officer; Claire Riley, Director of Communications - to hear concerns regarding The Cramlington Specialist Emergency Care Hospital Service
- 4. DRAFT Minutes of Combined Ordinary Meeting and Planning Contract and Works Committee, held on 17th April 2019 (enc)ⁱ**
- 5. DRAFT Minutes of the Annual Meeting of the Council, including the meeting of the Planning Contract and Works Committee, held on 8th May 2019 (enc)ⁱⁱ**
- 6. Clerk's Report** to receive the clerk's update on items actioned since the previous meeting (enc)ⁱⁱⁱ
- 7. County Councillor Reports**
- 8. Internal Audit 2018/19** to receive and approve the internal audit for year ending March 2019, carried out by Peter Basnett, in accordance with *Accounts and Audit Regulations 2015, part 2 (5)*, and agree any action to be taken (enc and to follow)^{iv}
- 9. Review of Effectiveness of Internal Controls** to receive and approve a report which reviews the effectiveness of internal controls, carried out by Cllrs Carol Stephenson

and Chris Cuthbert, in accordance with *Accounts and Audit Regulations 2015, part 2 (6)*, and agree any action to be taken (enc)^v

10. Annual Governance and Accountability Return

- a) to receive and respond to the Annual Governance Statement, Section 1, and agree signature by the Chair and Clerk (enc)^{vi}
- b) to receive the End of Year Bank Reconciliation (enc)^{vii}
- c) to receive and approve the Accounting Statements, Section 2, for the year ending March 2019 and agree signature by the Clerk/RFO and Chair (enc)^{viii}

11. Exercise of Public Rights to approve the dates set for the period for the exercise of public rights as *3rd June 2019 – 12th July 2019* (enc)^{ix}

12. Accounts

- a) Monthly Bank Reconciliations – to receive statements 10th April 2019 – 9th May 2019 (enc)^x
- b) Statement of Budget and Expenditure – to receive statement from 1st April 2019 – 21st May 2019 (enc)^{xi}
- c) To note surplus funds available of £6,283 following the finalisation of end of year accounts
- d) Endorsement of accounts paid since last meeting, and authorisation of accounts to be paid (to be tabled)

13. Housing Strategy for Northumberland 2019-2021 Consultation (enc)^{xii} to respond to the draft strategy answering:

- a) Are the priorities identified appropriate?
- b) Are there any additional client groups that need to be identified?
- c) Are there any other areas of work the Town Council would like to see included?

14. Northumberland Pride to consider a request for a donation towards Northumberland Pride events in Alnwick, from Northumberland Pride Limited (enc)^{xiii}

15. Prudhoe Town Council Young People's Forum verbal update of meeting held on 15th May 2019

16. Funding request to Prudhoe Community Workshop Trust to agree to apply for match funding from Prudhoe Community Workshop Trust towards '42 Days of Summer' youth provision/activities during the summer holidays (enc)^{xiv}, (enc)^{xv} (*placed on the agenda by Cllr Angie Scott*)

17. Karbon Homes consultation event on the future of The Haven to receive feedback from those councillors who attended the event

18. PTC/PCP Quarterly Liaison Meeting to consider whether future meetings of this group remain necessary

19. Reports from outside bodies

- Prudhoe Pathforce – to receive the report of the AGM (enc)^{xvi} and General Meeting (enc)^{xvii}, held on 18th March 2019
- Town Centre Working Group – to receive the report of the meeting held on 7th May 2019 (enc)^{xviii}

20. Correspondence and Publications to receive a report on items submitted since the last meeting (to be tabled)

Enclosures

- i Draft Minutes of the Ordinary Meeting, held on 17th April 2019
- ii Draft Report of the Annual General Meeting, including Planning Matters, held on 8th May 2019
- iii Clerk's Report
- iv Internal Audit Report, Peter Basnett (Internal Auditor)
- v Review of Effectiveness of Internal Controls (Cllr Carol Stephenson, Cllr Chris Cuthbert) ***This will follow***
- vi Section 1, Annual Governance Statement, year ending March 2019
- vii EOY Bank Reconciliation – March 2019
- viii Section 2, Accounting Statements, year ending March 2019
- ix Notice of dates of Exercise of Public Rights
- x Bank Reconciliations, 10th April – 9th May 2019
- xi Statement of Budget & Expenditure 1st April 2019 – 21st May 2019
- xii Housing Strategy for Northumberland Consultation
- xiii Letter from Northumberland Pride
- xiv Prudhoe Community Workshop Trust Constitution
- xv Prudhoe Community Workshop Trust latest accounts (available to the public via Charity Commission)
- xvi Prudhoe Pathforce, AGM, 18th March 2019
- xvii Prudhoe Pathforce, General Meeting, 18th March 2019
- xviii Town Centre Working Group Meeting, 7th May 2019