



Prudhoe
TOWN COUNCIL

The Spetchells Centre
58 Front Street
Prudhoe
Northumberland
NE42 5AA

Telephone: (01661) 835487
Email: info@prudhoetowncouncil.gov.uk
Website: www.prudhoetowncouncil.gov.uk

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

11th April 2019

Dear Sir/Madam

The Combined Ordinary Meeting and Planning, Contract & Works Committee of Prudhoe Town Council will be held in Meeting Room 1, the Spetchells Centre, Front Street, Prudhoe, **commencing at 7:00 pm on Wednesday 17th April 2019**, and you are summoned 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 or you are unable to download them, 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. **DRAFT Report of the Planning, Contract and Works Committee Meeting, held on 16th January 2019** to receive the report and agree as a true record (enc)ⁱ *NB. A draft report was presented on 13th February but this was not agreed as a true record; if amendments are required these should be agreed in order to agree the report as a true record.*
4. **DRAFT Report of the Planning, Contract and Works Committee Meeting, held on 13th March 2019** to receive the report and agree as a true record (enc)ⁱⁱ
5. **Planning Matters**
 - a) to consider planning applications, including any pre-applications, received since the last meeting (enc)ⁱⁱⁱ and agree response to NCC Planning Comments
 - b) to receive recent planning decisions (enc)^{iv} and to be tabled
6. **SPECIAL RESOLUTION Standing Order 36 – Rescission of Previous Resolution** to agree to suspend standing order 36 to rescind previous resolution pertaining to Prudhoe East Centre Community Asset Transfer, item 7b of the Planning, Contract and Works meeting dated 13th February 2019, minute reference 1819/073.
7. **Prudhoe East Centre Community Asset Transfer** to agree to instruct an independent chartered building surveyor to survey the East Centre site (*placed on the agenda by Cllr Jennifer McGee*)

8. **Essity Prudhoe Miners Race 2019** to agree that the small group of Councillors previously convened (Cllrs Gilmore, Price, Stephenson, Scott and Barrett) meet with those parties interested in directing the 2019 event, and make recommendations to the next Planning, Contract and Works Committee, to be held on 8th May 2018
9. **Draft Report of the Ordinary Meeting held on 27th March 2019** to receive the report and agree as a true record (enc)^v
10. **Clerk's Report** to receive the clerk's update on items actioned since the previous meeting (enc)^{vi}
11. **County Councillor Reports** to receive verbal reports from those County Cllrs in attendance; Mickley, Prudhoe North and Prudhoe South, and to address any questions to them
12. **Accounts**
 - a) **Statement of Expenditure** to receive statement 1st April 2018 – 31st March 2019 (enc)^{vii}
 - b) **Bank Reconciliation** to receive the latest bank reconciliation 9th March 2019 – 31st March 2019 (enc)^{viii}
 - c) **Accounts Payable** to endorse those accounts paid since the March meeting and authorise any accounts still to be paid (to be tabled)
13. **Financial and Management Risk Assessment** to receive updated risk assessment in advance of the end of year audit, and agree to review/action any additional controls recommended (enc)^{ix}
14. **Annual Review of Effectiveness of Internal Controls** to receive annual review checklist agree two councillors to carry out the review before 29th May 2019 (enc)^x
15. **North East War Memorials Project** to consider request for funding from the North East War Memorials Project towards the updating of their website, for which the town's war memorials are listed <http://www.newmp.org.uk/detail.php?contentId=8374> (enc)^{xi}
16. **Prudhoe Town Council Young People's Forum (PTCYPF)** to agree to set up a meeting with Northumberland Youth Service regarding the administration and remit of the PTCYPF
17. **Summer Activities Funding** (*placed on the agenda by Cllr Angie Scott*)
 - a) To agree to seek proposals from youth organisations that can provide fun activities, learning opportunities and trips for Prudhoe's children and young people during the summer 2019 holiday period
 - b) To agree that the Clerk designs an application form and criteria that ensures equality of opportunity for all young people, the provision of a meal and promotion to those outside of the providers usual attendees (if applicable)
 - c) To agree to convene a small group of Councillors to review the proposals received and to make recommendations to the council, at the June Ordinary, those that should be funded
18. **Annual Meeting of the Council; Election of Chair** to receive details that the Annual Meeting of the Council to elect the Chair and Vice-Chair of the Council will be held on Wednesday 8th May 2019, in accordance with Local Government Act 1972, schedule 12, para 7 (1)
19. **Annual Town Meeting** to receive details that the Annual Town Meeting of Electors, reviewing 2018/19 and offering residents the opportunity to ask questions and/or raise issues, will be held on Thursday 16th May 2019, doors open 6:30pm to commence meeting at 7:00pm, in accordance with Local Government Act 1972, schedule 12, para 14. *NB. Please note that the 2018/19 Annual Report will be delivered w/c 29th April 2019*
20. **Reports from Outside Bodies**
 - a) **Prudhoe Community Partnership** to receive quarterly report (enc)^{xii}
 - b) **SLCC/NALC and NCC Officers Meeting** to receive notes from Stephen Rickett of meeting held on 22nd March 2019 (enc)^{xiii}
 - c) **NALC County Committee** to receive notes from meeting held on 23rd March 2019 (enc)^{xiv}
 - d) **Town Centre Working Group** to receive the notes of the meeting held on 3rd April 2019 (enc)^{xv}
21. **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)

Enclosures

- i Draft Report of the PCW's Meeting, 16th January 2019
- ii Draft Report of the PCW's Meeting, 13th March 2019
- iii Planning Applications Received
- iv Planning Decisions Received
- v Draft Minutes of the Ordinary Meeting, 27th February 2019
- vi Clerk's Report
- vii Statement of Budget & Expenditure 1st April 2018 – 31st March 2019
- viii Bank Reconciliation, 9th March 2019 – 31st March 2019
- ix Financial and Management Risk Assessment
- x Annual Review of Internal Controls Checklist
- xi NE War Memorials Project letter
- xii PCP Quarterly Report
- xiii SLCC/NALC & NCC Officer Meeting, 22nd March 2019
- xiv NALC County Committee, notes from meeting held on 23rd March 2019
- xv Town Centre Working Group Meeting, 3rd April 2019